



SAP Business Warehouse/Business Intelligence Reporting

Running BW/BI Reports From HRMS Portal

Washington State HRMS Business Warehouse/Business
Intelligence (BW/BI)

Self-Paced Learning Materials

General Topics – BW/BI End Users/Power Users

Running BW/BI Custom Reports - Overview

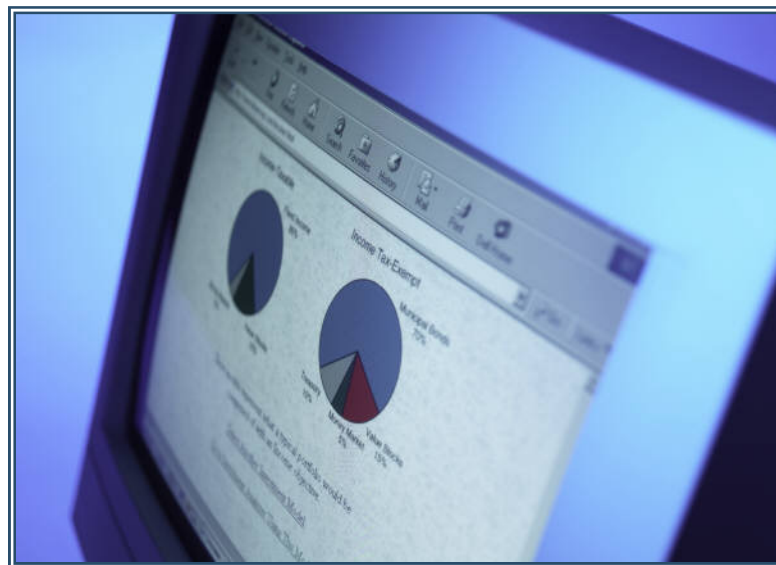
The Running BW/BI Custom Reports section provides an overview for running BW/BI Custom Reports from the HRMS Portal.

Topics covered in this section include:

- Running BW/BI Custom Reports
 - Accessing Reports from the HRMS Portal
 - Selecting a Report
 - Report Variables
 - Selecting Multiple Variables
 - Deleting Variables
 - Running a Report
- Defining BW/BI Custom Report Variables
 - Position-Personnel Master Listing
 - Position Statistics Report-Month Ending
 - Position Roster
 - Employee History
 - Class Distribution-Pay Class
 - Classification Turnover
 - Minority Distribution
 - Supervisor to Employee
 - Employee Summary
 - Employee File Statistics
 - Appointment Status Changes
 - Affirmative Action
 - HRM Performance Measurement reports



Self Paced Learning Materials for the BW/BI Financial and Grievance cubes will be published separately.

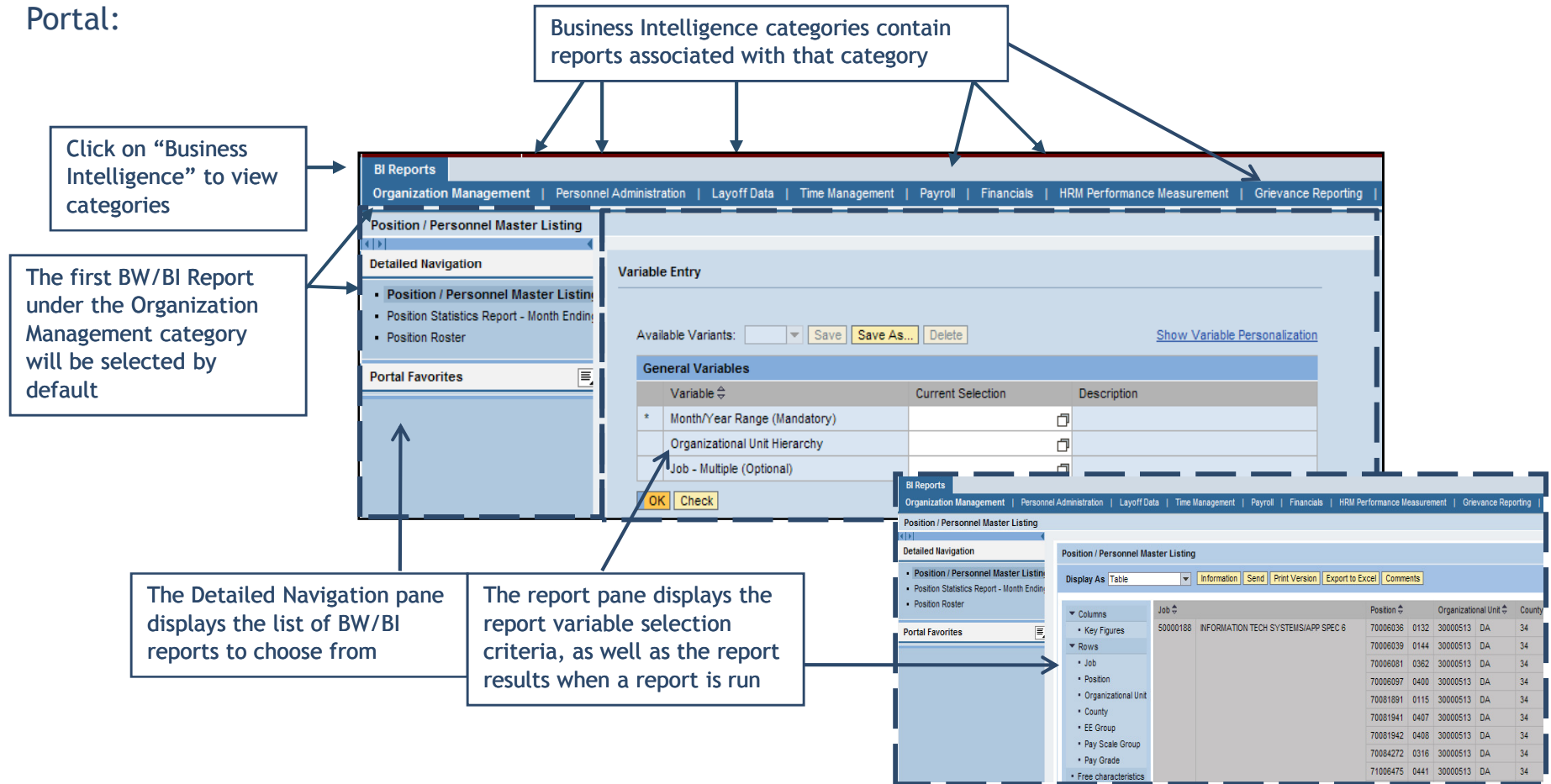


Accessing Reports from the HRMS Portal

Accessing Reports from the HRMS Portal

The HRMS Portal is used to access Business Intelligence reports. Instructions for logging on to the HRMS Portal are in *Section 5: Logging on to HRMS Portal*.

The diagram below provides a sample of the screen displayed once the user has logged on to the HRMS Portal:



Accessing Reports from the HRMS Portal

BW/BI Custom Reports are located in the following categories under the BI Reports tab:

BI Reports
Organization Management | Personnel Administration | **Layoff Data** | Time Management | Payroll | Financials | HRM Performance Measurement | Grievance Reporting

Organization Management:

- Position-Personnel Master Listing
- Position Statistics Report-Month Ending
- Position Roster

Personnel Administration:

- Employee History
- Class Distribution-Pay Class
- Minority Distribution
- Merit System Employee Summary
- Employee File Statistics
- Appointment Status Changes
- Affirmative Action

Layoff Data:


- Baseline for Layoff Seniority Calculations Report
- Layoff Activity
- LWOP Reduction in Force Activity

Financials:

- Distribution of Payroll and Related Costs
- Position Cost
- Who Charged


HRM Performance Measurement:

- Plan and Align Workforce
- Hire Workforce
- Deploy Workforce
- Develop Workforce
- Reinforce Performance
- Ultimate Outcomes

 The HRM Performance Measurement tab contains multiple reports within each category.

Grievance:

- Grievance Details Report
- Grievance Master Agreement Report
- Grievance Totals by Agency Report
- Grievance Articles Trend Report
- Grievance Detail Agency Report
- Grievance History Report
- Grievance Status Totals Report

 Self Paced Learning Materials for the BW/BI Financial and Grievance cube will be published separately

Selecting a Report

Selecting a Report

To select a report:

1. Click the report category tab.
2. Click the report name link from the Detailed Navigation pane.
3. A variables selection box will appear to allow the user to enter variables (selection criteria) for the report they wish to run:

BI Reports

Organization Management | Personnel Administration | Layoff Data | Time Management | Payroll | Financials | HRM Performance Measurement | Grievance Reporting

Position / Personnel Master Listing

Detailed Navigation

- Position / Personnel Master Listing
- Position Statistics Report - Month Ending
- Position Roster

Portal Favorites

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Perso](#)

Variable	Current Selection	Description
* Month/Year Range (Mandatory)		
Organizational Unit Hierarchy		
Job - Multiple (Optional)		

OK Check

BI Reports

Organization Management | Personnel Administration | Layoff Data | Time Management | Payroll | Financials | HRM Performance Measurement | Grievance Reporting

Position / Personnel Master Listing

Detailed Navigation

- Position / Personnel Master Listing
- Position Statistics Report - Month Ending
- Position Roster

Portal Favorites

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Perso](#)

Variable	Current Selection	Description
* Month/Year Range (Mandatory)		
Organizational Unit Hierarchy		
Job - Multiple (Optional)		

OK Check

Click here to expand
left/right in the Detailed
Navigation pane

Click here to show /
hide the Detailed
Navigation pane

Detailed Navigation

Selecting a Report

For reports with multiple queries, a report folder will contain all queries of the report. For example, BW/BI Custom Reports with multiple queries include:



- Employee File Statistics
- Affirmative Action
- Employee/Position Status

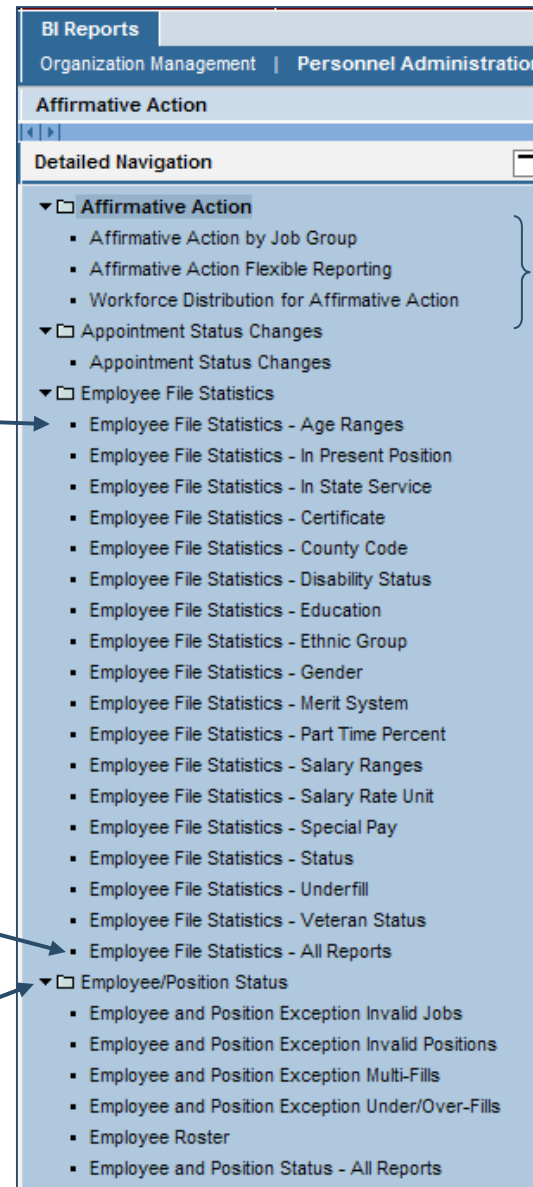
To run a report query alone:

1. Click the report query link.
For example, click the Employee File Statistic - Age Ranges link rather than Employee file Statistics - All Reports link

To run a report with all report queries at once:

2. Click the report with the “All Reports” link.


Click the Expand  and Collapse  buttons to expand and collapse report folders.

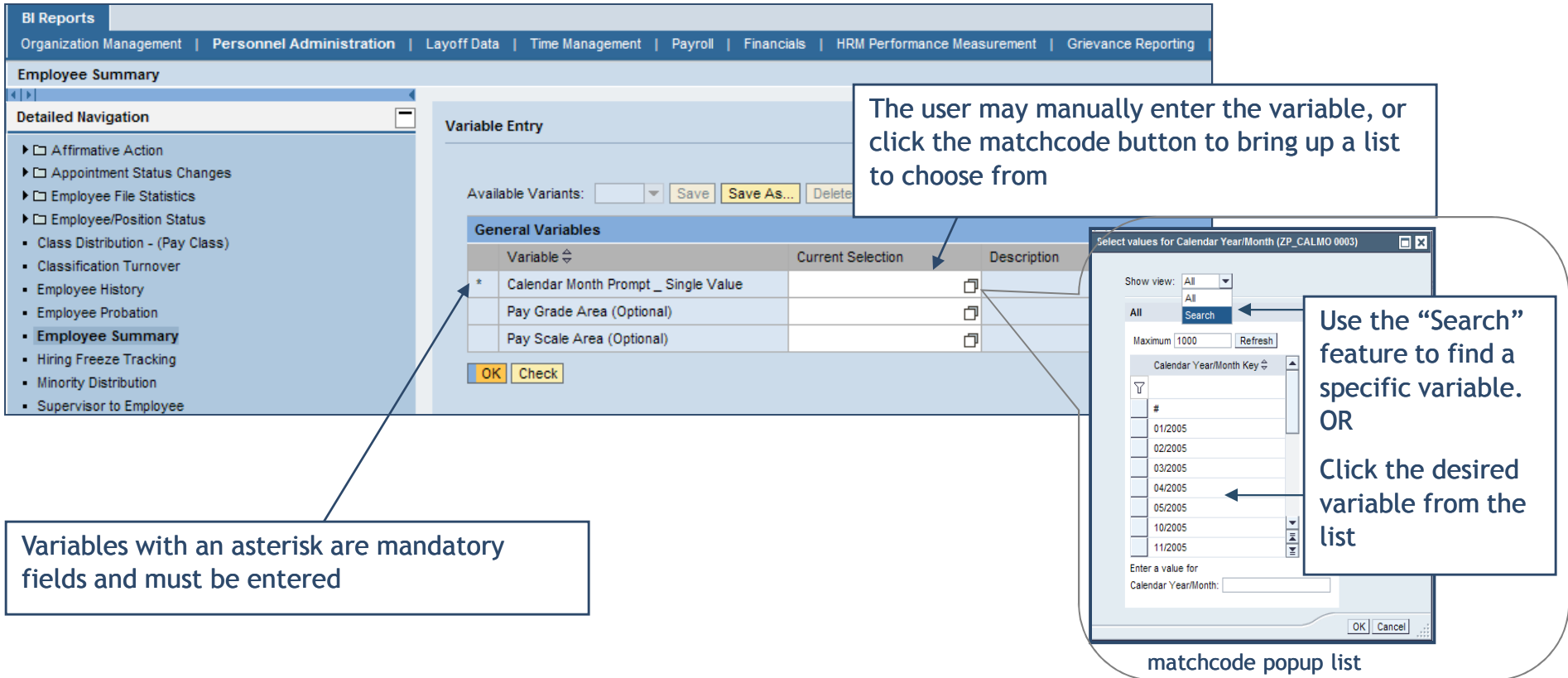


All Affirmative Action queries must be run separately

Report Variables

Report Variables

Variables are report selection criteria and must be entered prior to running a report. Variables identified with an asterisk are required fields. The user may enter variables manually or click on the matchcode button  to select a variable from a list.



The user may manually enter the variable, or click the matchcode button to bring up a list to choose from

Variables with an asterisk are mandatory fields and must be entered

Use the "Search" feature to find a specific variable. OR Click the desired variable from the list

matchcode popup list

Variable	Current Selection	Description
* Calendar Month Prompt _ Single Value		
Pay Grade Area (Optional)		
Pay Scale Area (Optional)		

matchcode popup list

Select values for Calendar Year/Month (ZP_CALMO 0003)

Show view: All

Maximum 1000 Refresh

Calendar Year/Month Key

#

01/2005

02/2005

03/2005

04/2005

05/2005

10/2005

11/2005

Enter a value for Calendar Year/Month:

OK Cancel

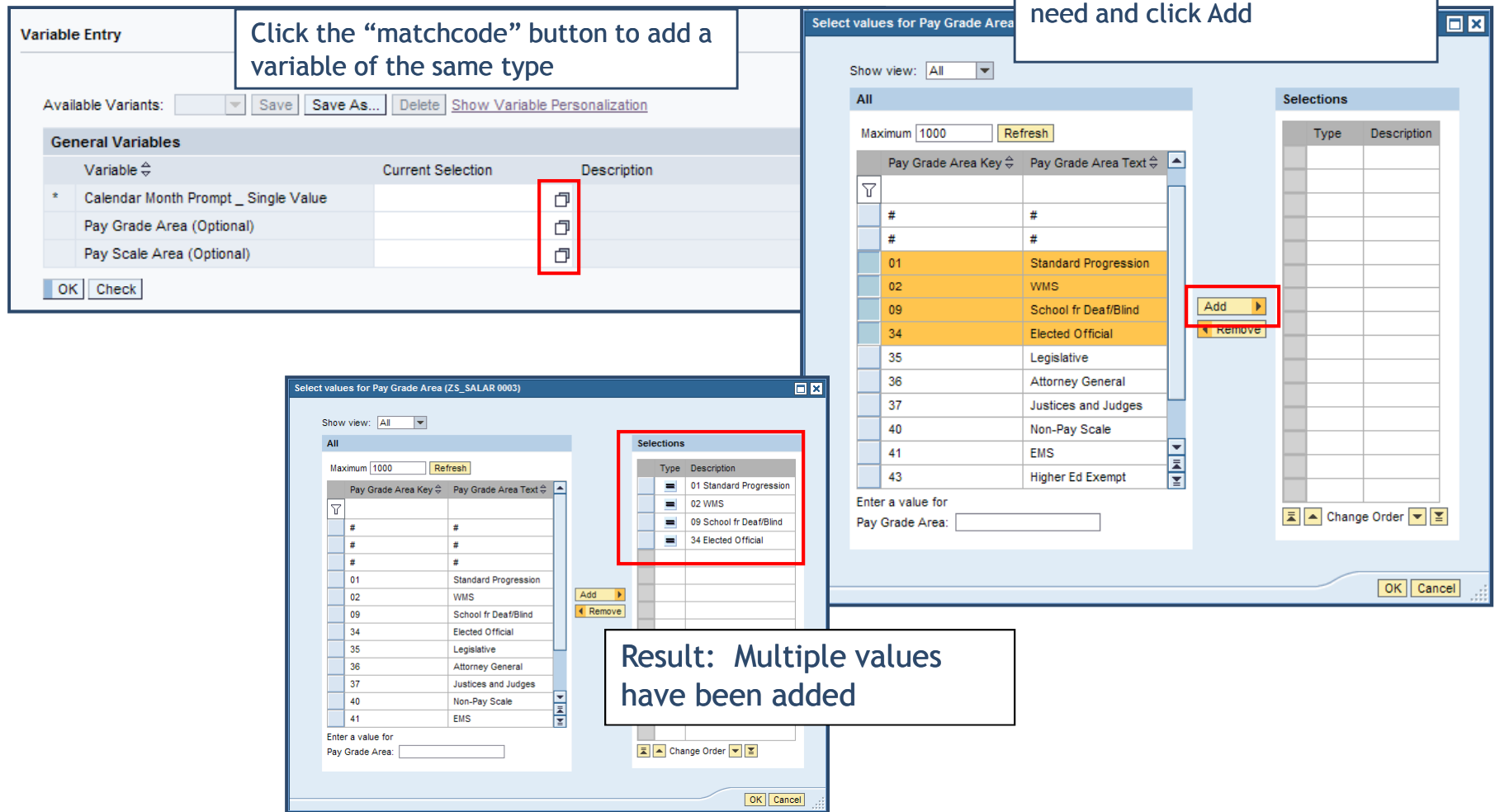
Selecting Multiple Variables

Selecting Multiple Variables

To select multiple variables, click the “matchcode”  button to add multiple variables of the same type.

 Note: Before a new row can be added, there must be an entry in the first row

Select the multiple values you need and click Add



The image shows two overlapping screenshots of the HRMS Portal interface. The top screenshot shows the 'Variable Entry' dialog box with a table of 'General Variables'. The bottom screenshot shows the 'Select values for Pay Grade Area' dialog box with a list of 'Pay Grade Area' values and a 'Selections' table.

Variable Entry Dialog Box:

Available Variables: Save Save As... Delete Show Variable Personalization

General Variables

Variable	Current Selection	Description
* Calendar Month Prompt _ Single Value		
Pay Grade Area (Optional)		
Pay Scale Area (Optional)		

OK Check

Select values for Pay Grade Area Dialog Box:

Show view: All

Maximum 1000 Refresh

Pay Grade Area Key Pay Grade Area Text

#	#
#	#
01	Standard Progression
02	WMS
09	School fr Deaf/Blind
34	Elected Official
35	Legislative
36	Attorney General
37	Justices and Judges
40	Non-Pay Scale
41	EMS
43	Higher Ed Exempt

Enter a value for Pay Grade Area:

OK Cancel


Selections Table:

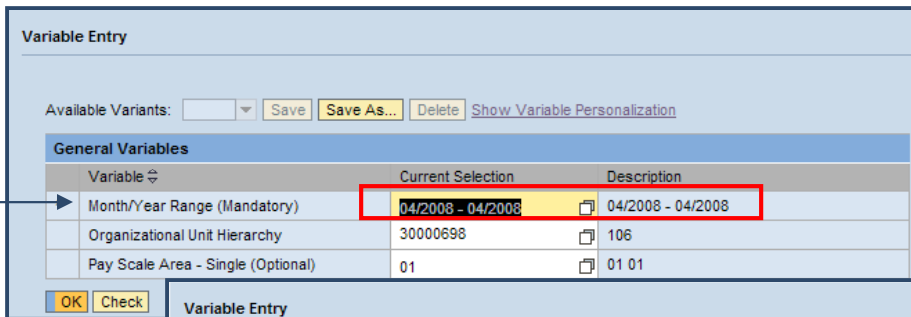
Type	Description
01	Standard Progression
02	WMS
09	School fr Deaf/Blind
34	Elected Official

Deleting Variables

Deleting Variables

To remove a variable that was entered in error or replace the current variable, the variable can be removed two ways:

1. Highlight the variable, select the delete or backspace key to delete that variable.
2. Select the matchcode  button. Select the variables that need to be deleted and click the “Remove” button.

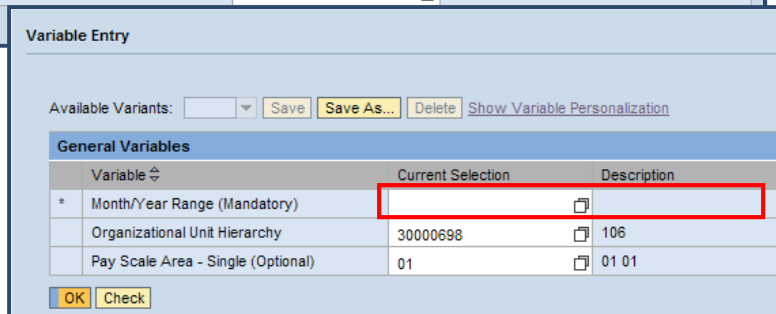


Variable Entry

Available Variables: Save Save As... Delete Show Variable Personalization

Variable	Current Selection	Description
Month/Year Range (Mandatory)	04/2008 - 04/2008	04/2008 - 04/2008
Organizational Unit Hierarchy	30000698	106
Pay Scale Area - Single (Optional)	01	01 01

OK Check



Variable Entry

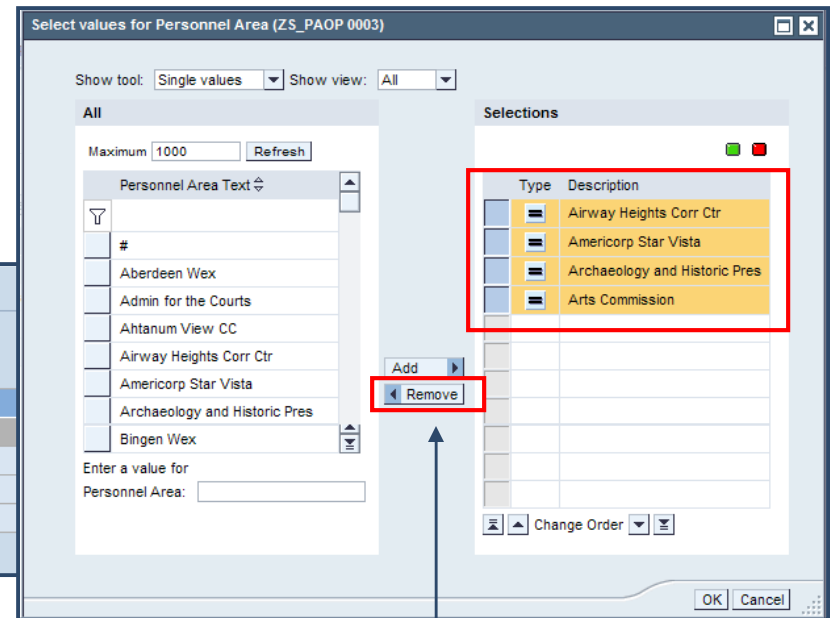
Available Variables: Save Save As... Delete Show Variable Personalization

Variable	Current Selection	Description
* Month/Year Range (Mandatory)		
Organizational Unit Hierarchy	30000698	106
Pay Scale Area - Single (Optional)	01	01 01

OK Check

Variable values can be highlighted and deleted by pressing Delete or Backspace on the keyboard

Result: Variables have been deleted



Select values for Personnel Area (ZS_PAOP 0003)

Show tool: Single values Show view: All

Maximum 1000 Refresh

Personnel Area Text

#

Aberdeen Wex

Admin for the Courts

Ahtanum View CC

Airway Heights Corr Ctr

Americorp Star Vista

Archaeology and Historic Pres

Bingen Wex

Enter a value for Personnel Area:

Add Remove

Change Order

OK Cancel

Select the variables to be removed and click the “Remove” button and click OK.

Personalizing Variables

Personalizing Variables

Users have the ability to personalize variables from the HRMS Portal. Personalizing variables allows the user to save the variable setting they have entered.



Personalizing a variable for one report will personalize the same variable for all other reports if that variable is used. For example, in the illustration below the user is personalizing the Personnel Area variable for the Minority Distribution report. Once the Personnel Area variable has been personalized, the same values will be used for Personnel Area when the Employee File Statistics report is run since it also uses the same Personnel Area variable.

Once a variable is personalized, it is no longer displayed on the variables screen. See Removing Personalized Variables for information on removing a personalized variable.

Variable Entry

Available Variables: [Show Variable Personalization](#)

General Variables		
Variable	Current Selection	Des
* Number of Pay Periods	1	1
Appropriation		
Budget Unit		
Personnel Area - Select (Optional)		
Payroll Area - Selection (Optional)		
Project		
Agency		
Sub-Agency		
Organizational Unit - Selection (Optional)		
PROGRAM INDEX		
Org Index		
Allocation Code		
In Period (yyyypp)		
For Period (yyyypp)		
Position (Optional)		
* HR as of date (mm/dd/yyyy) [Key Date]		
Biennnium		

Click here to personalize the Personnel Area variable

Personalizing Variables

The example below uses the Distribution of Payroll and Related Report to show how to Personalize the Personnel Area variable:

1. Enter the Personnel Area Variable(s).
2. Click the “Select” button for the variable
3. Select the “Add selected variables to personalized variable list”

Available Variables: Save Save As... Delete [Hide Variable Personalization](#)

General Variables			
	Variable	Current Selection	Description
*	Number of Pay Periods	1	1
	Appropriation		
	Budget Unit		
	Personnel Area - Select (Optional)	1110;1111;	
	Payroll Area - Selection (Optional)		
	Project		
	Agency		
	Sub-Agency		

Add selected variables to personalized variables list

Personalized Variables			
	Variable	Current Selection	Description

☐ Show Personalized Variables

OK Check

Result: Personnel Area has been Personalized.

Personalized Variables			
	Variable	Current Selection	Description
	Personnel Area - Select (Optional)	1110; 1111	1110 Dept of Personnel; 1111 Information S

☐ Show Personalized Variables

OK Check

Result: Personnel Area has been Personalized.

Removing Personalized Variables

Removing Personalized Variables

To remove a Personalized Variable:

1. Select a report that contains the personalized variable that needs to be removed.
2. Click “Show Variable Personalization” link.

Variable Entry

i One or more variables are personalized; click Show Variable Personalization link to display them

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables

Variable	Current Selection	Description
Organizational Unit Hierarchy		
Job - Multiple (Optional)		
Calendar Month (Optional)		
Cal Quarter (Optional)		
Calendar Year (Optional)		

OK Check

Result: The Personnel Area variable selection will appear.

3. Select the personalized variable to be removed
4. Click “Remove selected variables from personalized variables list”.

Available Variables: Save Save As... Delete [Hide Variable Personalization](#)

General Variables

	Variable	Current Selection	Description
*	Number of Pay Periods	1	1
	Appropriation		
	Budget Unit		
	Payroll Area - Selection (Optional)		
	Project		
	Agency		

Remove selected variables from personalized variables list

Personalized Variables

	Variable	Current Selection	Description
	Personnel Area - Select (Optional)	1110; 1111	1110 Dept of Personnel; 1111 Information S

☐ Show Personalized Variables

OK Check

Removing Personalized Variables

Available Variables: Save Save As... Delete [Hide Variable Personalization](#)

General Variables			
	Variable	Current Selection	Description
<input type="checkbox"/>	* Number of Pay Periods	1	1
<input type="checkbox"/>	Appropriation		
<input type="checkbox"/>	Budget Unit		
<input type="checkbox"/>	Personnel Area - Select (Optional)	1110; 1111	1110 Dept of Personnel; 1111 Information S
<input type="checkbox"/>	Payroll Area - Selection (Optional)		
<input type="checkbox"/>	Project		
<input type="checkbox"/>	Agency		

▼ ▼ ▲ ▲

Personalized Variables			
	Variable	Current Selection	Description
<input type="checkbox"/>			

☐ Show Personalized Variables

OK Check

Result: The Personnel Area personalized variable has been removed. The Personnel Area values will no longer be saved and the Personnel Area variable selection will appear on all variable screens that use the Personnel Area variable.

Running a Report

Running a Report

To run a BW/BI Custom Report:

1. Enter variables.

i Note: To ensure variables are valid, click the “Check” button prior to running the report.

2. Click the “OK” button to run the report.

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables			
Variable	Current Selection		Description
* Month/Year Range (Mandatory)	04/2008 - 04/2008	<input type="checkbox"/>	04/2008 - 04/2008
Organizational Unit Hierarchy	30000698	<input type="checkbox"/>	106
Job - Multiple (Optional)	50000013; 50000023	<input type="checkbox"/>	OFFICE ASSISTANT; PRT ADMIN ASST 5

OK Check

Position / Personnel Master Listing

Display As: Table Information Send Print Version Export to Excel Comments

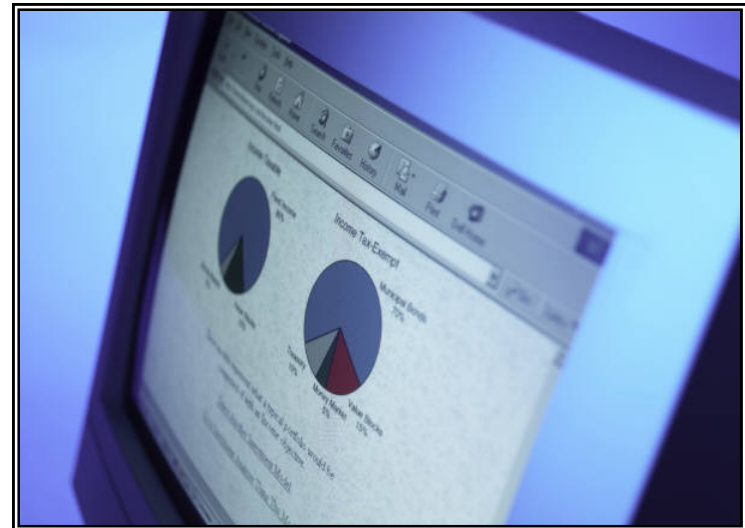
Job		Position		Organizational Unit		County	EE Group
50000013	OFFICE ASSISTANT	71001207	100J	30005156	2105	#	Permanent
		71001244	100J	30005156	2105	#	Permanent
Result							
50001570	CONTRACTS SPEC 2	70003568	0557	31000201	VACANT	34	Permanent
		70005280	0163	30000709	401	34	Permanent
		70008816	0026	30000790	0300	17	Permanent
		70009130	0415	30001371	E&A	34	Permanent
		70009230	0729	30001371	E&A	34	Permanent
		70009387	1066	30001371	E&A	34	Permanent
		70009421	1112	30001371	E&A	34	Permanent

Result: Report results with selected variables.

Defining BW/BI Custom Report Variables

All BW/BI Custom Reports require variable entry (selection criteria) prior to running the reports.

The following section provides the basic steps to enter variables for BW/BI Custom Reports.



Defining Variables: Position-Personnel Master Listing Report

Position-Personnel Master Listing Report

To define the Position-Personnel Master Listing variables:

1. Enter a Month/Year range in MM/YYYY format or select a date using the matchcode button for Month/Year Range.
***This is a required field.**
2. Enter a Job code or select a job using the matchcode button.

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables			
Variable	Current Selection		Description
* Month/Year Range (Mandatory)	04/2008 - 04/2008	<input type="checkbox"/>	04/2008 - 04/2008
Organizational Unit Hierarchy	30000698	<input type="checkbox"/>	106
Job - Multiple (Optional)	50000013; 50000023	<input type="checkbox"/>	OFFICE ASSISTANT; PRT ADMIN ASST 5

OK Check

3. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.

Select values for Organizational Unit (ZN_ORGHI 0003)

- ▶ 085
- ▶ 110
- ▼ 111
 - 111
 - AA
 - AB
 - ▶ AF
 - ▶ AJ
 - AT
 - DA
 - DB
 - X1
- ▶ 116
- ▶ 142

Add Remove

OK Cancel

Selections

Type	Description
	110

Change Order

Selecting the Department of Personnel Organizational Unit Hierarchy will also include all Organizational Units that are a part of that hierarchy.

Defining Variables: Position-Personnel Master Listing Report

4. Click the OK button.

Result: The Position-Personnel Master Listing report results are displayed.

Additional Information:

To view a list of employees in a filled Position from the report results:

1. Click on a Position in the report results to pull up the Context Menu.
2. Select Goto - Employees in Position.

Result: Employees in the selected Position are displayed.

The image shows two screenshots from a software application. The top screenshot is titled 'Variable Entry' and contains a table of 'General Variables'. The bottom screenshot is titled 'Position / Personnel Master Listing' and shows a table of report results with a context menu open over one of the rows.

Variable Entry

Available Variables: Save Save As... Delete Show Variable Personalization

Variable	Current Selection	Description
* Month/Year Range (Mandatory)	04/2008 - 04/2008	04/2008 - 04/2008
Organizational Unit Hierarchy	+30000479(00RGUNIT)	110
Job - Multiple (Optional)	50000013; 50003624	OFFICE ASSISTANT; ASST ADMIN

OK Check

Position / Personnel Master Listing

Display As: Table Information Send Print Version Export to Excel Comments

Job	Position
50000009 IT APP S	70007296 Y0156
	70007301 Y0159
	70007301 Y0161
	Result
50000010 IT APP S	70007270 Y0116
	Result
50000011 FIN ANA	70007285 Y0136
	70007335 Y0202
	70007337 Y0204
	Result


Context Menu (over row 70007301 Y0159):

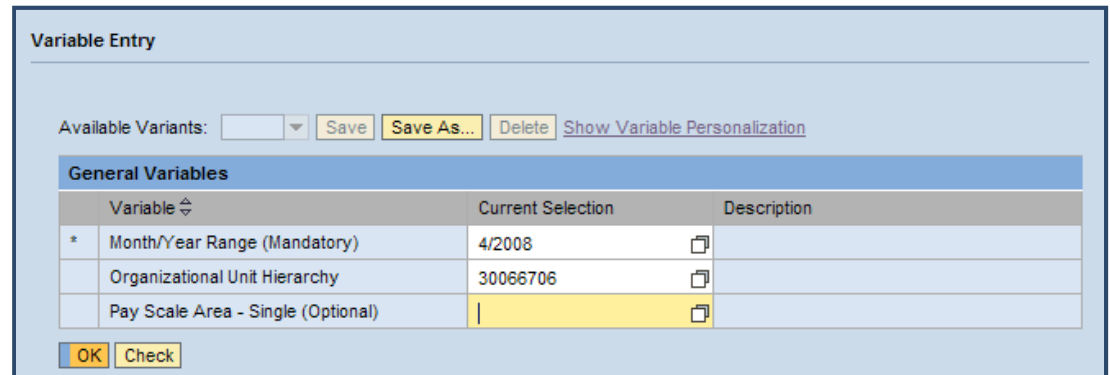
- Back
- Goto - Employees in Position
- Filter
- Change Drilldown
- Broadcast and Export
- Save View
- Properties
- Documents
- Sort Job

Defining Variables: Position Statistics Report

Position Statistics Report

To define the Position Statistics Report variables:

1. Enter a Month/Year range in MM/YYYY format or select a date using the matchcode  button for Month/Year Range. ***This is a required field.**
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.

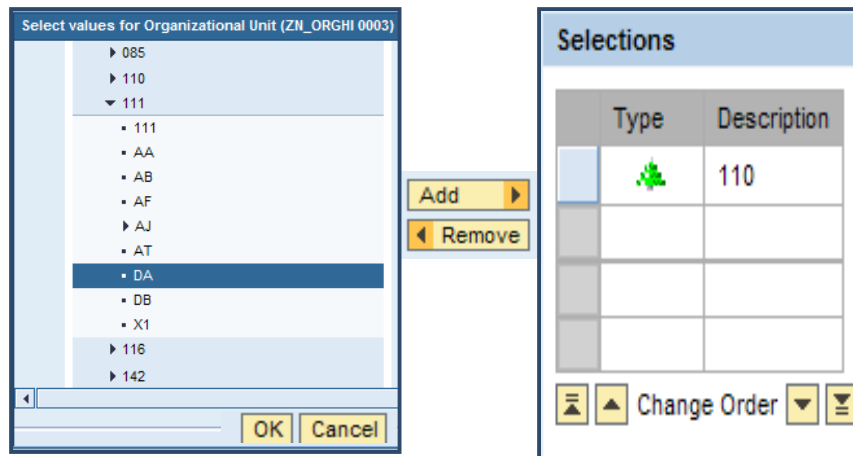


Variable Entry

Available Variables: Save Save As... Delete Show Variable Personalization

General Variables		
Variable	Current Selection	Description
* Month/Year Range (Mandatory)	4/2008	
Organizational Unit Hierarchy	30066706	
Pay Scale Area - Single (Optional)		

OK Check




Select values for Organizational Unit (ZN_ORGHI 0003)

- ▶ 085
- ▶ 110
- ▼ 111
 - 111
 - AA
 - AB
 - AF
 - ▶ AJ
 - AT
 - DA
 - DB
 - X1
- ▶ 116
- ▶ 142

Add Remove

OK Cancel

Selections	
Type	Description
	110

Change Order

Selecting the Department of Personnel Organizational Unit Hierarchy will also include all Organizational Units that are a part of that hierarchy.

Defining Variables: Position Statistics Report

3. Click the OK button.

Result: The Position Statistics report results are displayed.

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables			
Variable	Current Selection	Description	
* Month/Year Range (Mandatory)	4/2008		
Organizational Unit Hierarchy	30066706		
Pay Scale Area - Single (Optional)			

OK Check

Additional Information:

To view the Position Fill Counts:

1. Click on a line item in the report results to pull up the Context Menu.
2. Select Goto - Position Statistics - Position Fill Counts.

Result: Position Fill counts are displayed.

Position Statistics Report - Month Ending

Display As: Table Information Send Print Version Export to Excel Comments

Columns	Organizational Unit	Full Time / Positions	Part Time / Positions	Total / Positions
Key Figures	Overall Result	79,547	2,678	80,635
Rows	Organizational plan(79,418	2,656	80,506
Organizational Unit	SOW	79,418	2,656	80,506
Free characteristics	0	268		268
Assignment Pay (POS)	0			17
Dual Lang. Pay (POS)	0	29		29
Duty Station County	0	29		29
Employee Group	0	29		29
Employee Subgroup	0	61	1	61
Position	0	60		60
Position Shift Desig	0	76		76
	0	28		28
	0	161		161


Context Menu: Back, Goto, Filter, Change Drilldown, Hierarchy, Broadcast and Export, Save View, Properties, Documents, Sort Organizational Unit

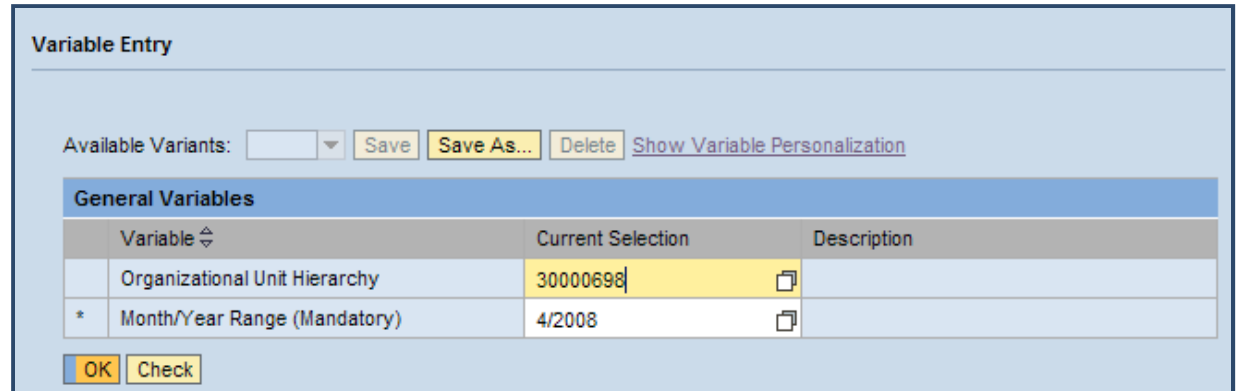
Position Statistics - Position Fill Counts

Defining Variables: Position Roster Report

Position Roster Report

To define the Position Roster Report variables:

1. Enter a Month/Year range in MM/YYYY format or select a date using the matchcode  button for Month/Year Range. ***This is a required field.**
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.

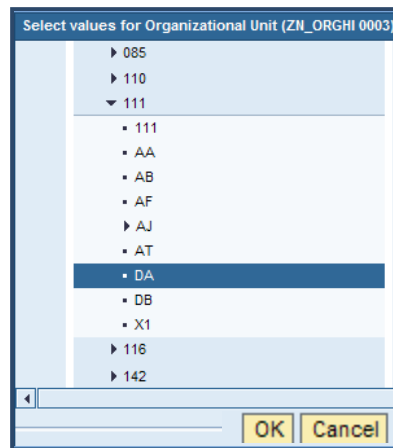


Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
Organizational Unit Hierarchy	30000698	
* Month/Year Range (Mandatory)	4/2008	

OK Check

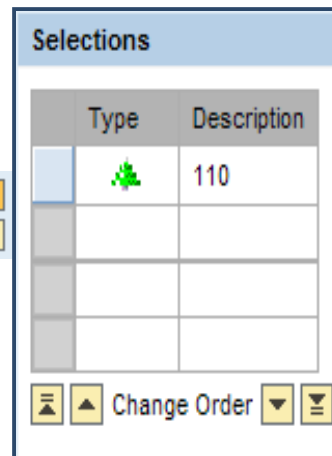


Select values for Organizational Unit (ZM_ORGHI 0003)


- ▶ 085
- ▶ 110
- ▼ 111
 - 111
 - AA
 - AB
 - AF
 - ▶ AJ
 - AT
 - DA
 - DB
 - X1
- ▶ 116
- ▶ 142

OK Cancel

Add ▶
◀ Remove



Selections

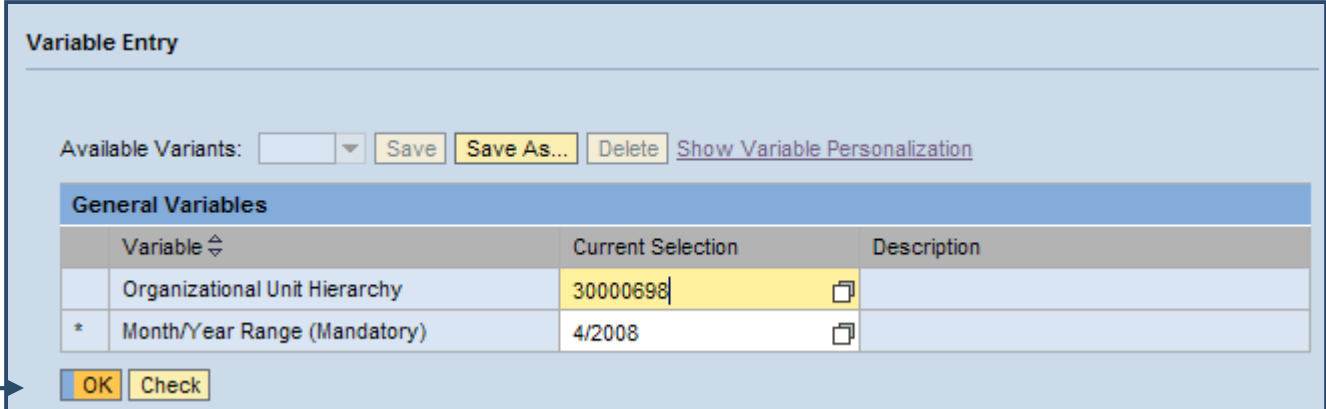
Type	Description
	110

Change Order

Selecting the Department of Personnel Organizational Unit Hierarchy will also include all Organizational Units that are a part of that hierarchy.

Defining Variables: Position Roster Report

3. Click the OK button.



The Variable Entry dialog box is shown. It has a title bar 'Variable Entry'. Below the title bar, there is a section 'Available Variables:' with a dropdown menu, a 'Save' button, a 'Save As...' button, a 'Delete' button, and a link 'Show Variable Personalization'. Below this is a section 'General Variables' with a table. The table has three columns: 'Variable', 'Current Selection', and 'Description'. There are two rows in the table. The first row has 'Organizational Unit Hierarchy' in the 'Variable' column, '30000698' in the 'Current Selection' column, and an empty 'Description' column. The second row has '* Month/Year Range (Mandatory)' in the 'Variable' column, '4/2008' in the 'Current Selection' column, and an empty 'Description' column. At the bottom of the dialog box, there are two buttons: 'OK' and 'Check'. An arrow points to the 'OK' button.

Variable	Current Selection	Description
Organizational Unit Hierarchy	30000698	
* Month/Year Range (Mandatory)	4/2008	

Result: The Position Roster report results are displayed.

Position Roster

Display As

Table	Information	Send	Print Version	Export to Excel	Comments
-------	-------------	------	---------------	-----------------	----------

Columns

Rows

Organizational Unit

Position

Job

Vacated Date

Duty Station County

Position Shift Desig

Employee Group

Pay Scale Area

Pay Grade Area

Pay Scale Level

Pay Grade Level

ES Grouping for CAP

Work Order



Free characteristics

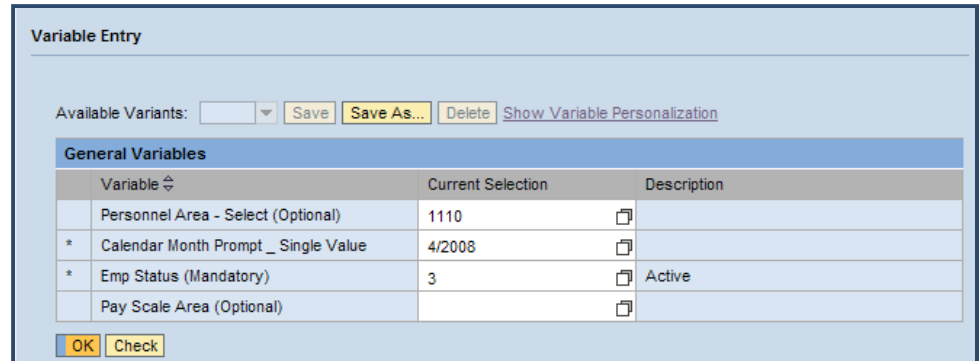
Organizational Unit	Position	Job		Vacated Date	Duty Sta		
▼ ROOT	Organizational plan(70000000	LEB	50003761	Default Job 4 Pay Scale Monthly	#	34
		70000001	A0101	50003761	Default Job 4 Pay Scale Monthly	11/01/2007	34
		70000002	A0201	50003761	Default Job 4 Pay Scale Monthly	#	34
		70000003	A0202	50003761	Default Job 4 Pay Scale Monthly	#	34
		70000004	A0301	50003761	Default Job 4 Pay Scale Monthly	12/01/2007	34
		70000005	A0401	50003761	Default Job 4 Pay Scale Monthly	#	34
		70000006	A0402	50003761	Default Job 4 Pay Scale Monthly	#	34
		70000007	A0502	50003761	Default Job 4 Pay Scale Monthly	#	34
		70000008	A0601	50003761	Default Job 4 Pay Scale Monthly	08/16/2007	34
		70000009	A0602	50003761	Default Job 4 Pay Scale Monthly	#	34
		70000010	A0702	50003761	Default Job 4 Pay Scale Monthly	10/01/2006	34
		70000011	A0801	50003761	Default Job 4 Pay Scale Monthly	#	34
		70000012	A0802	50003761	Default Job 4 Pay Scale Monthly	#	34
		70000013	A0901	50003761	Default Job 4 Pay Scale Monthly	#	37
		70000014	A0902	50003761	Default Job 4 Pay Scale Monthly	#	34

Defining Variables: Class Distribution – Pay Class Report

Class Distribution-Pay Class Report

To define the Class Distribution - Pay Class report variables:

1. Enter a single Month/Year reporting value in MM/YYYY format or select a date using the matchcode  button for Calendar Month Prompt.
***This is a required field.**
2. Enter the Employment Status (defaults to 3 - Active) or select an Employment Status using the matchcode button.
***This is a required field.**
3. Enter a Personnel Area number or select a Personnel Area number using the matchcode button.
4. Click the OK button. 



The Variable Entry dialog box is shown with the following fields and values:

Variable	Current Selection	Description
Personnel Area - Select (Optional)	1110	
* Calendar Month Prompt _ Single Value	4/2008	
* Emp Status (Mandatory)	3	Active
Pay Scale Area (Optional)		

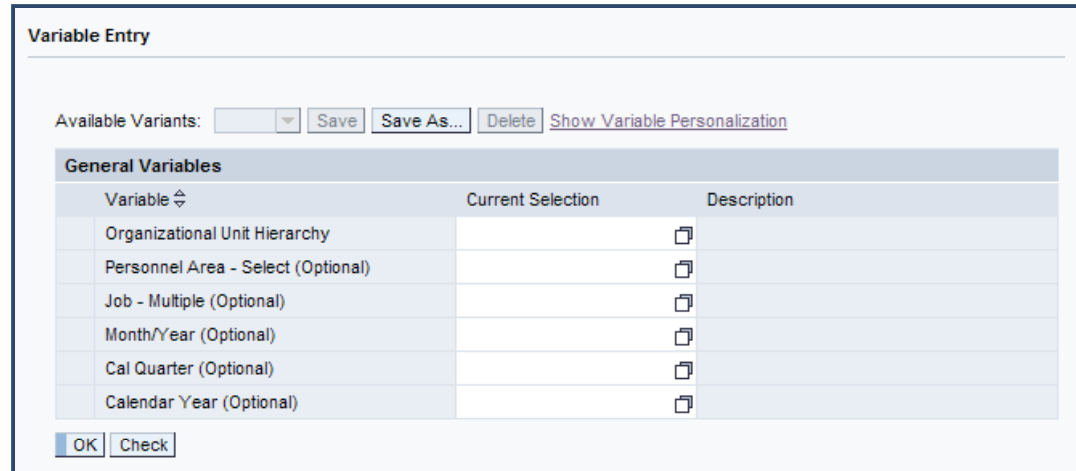
Buttons: OK, Check

Result: The Class Distribution - Pay Class report results are displayed.

Defining Variables: Classification Turnover


Classification Turnover Report

To define the Classification Turnover report variables:



The Variable Entry dialog box contains a table of General Variables. The table has three columns: Variable, Current Selection, and Description. The variables listed are Organizational Unit Hierarchy, Personnel Area - Select (Optional), Job - Multiple (Optional), Month/Year (Optional), Cal Quarter (Optional), and Calendar Year (Optional). Each row has a matchcode button in the Current Selection column. The dialog also includes buttons for Available Variants, Save, Save As..., Delete, and Show Variable Personalization, as well as OK and Check buttons at the bottom.

Variable	Current Selection	Description
Organizational Unit Hierarchy		
Personnel Area - Select (Optional)		
Job - Multiple (Optional)		
Month/Year (Optional)		
Cal Quarter (Optional)		
Calendar Year (Optional)		


1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode  button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Click the OK button.

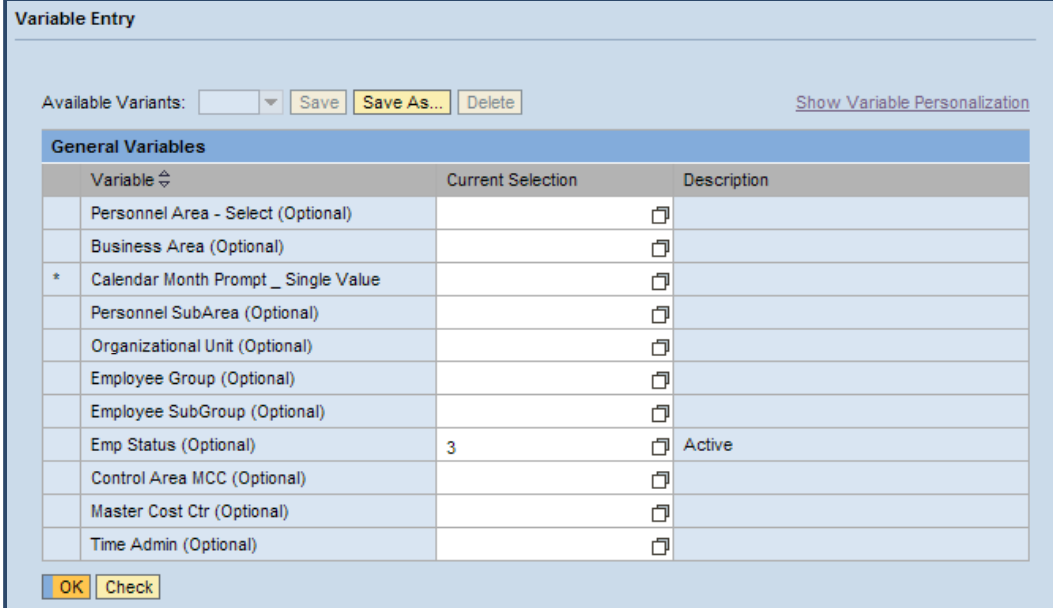
Result: The Class Turnover report results are displayed.

Defining Variables: Employee and Position Status

Employee and Position Status Report

To define the Employee and Position Status report variables:

1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode  button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Click the OK button.



The Variable Entry dialog box is shown. It has a title bar 'Variable Entry'. Below the title bar, there is a section 'Available Variables:' with a dropdown menu, and buttons 'Save', 'Save As...', and 'Delete'. To the right of these buttons is a link 'Show Variable Personalization'. Below this is a table titled 'General Variables'.

Variable	Current Selection	Description
Personnel Area - Select (Optional)		
Business Area (Optional)		
* Calendar Month Prompt _ Single Value		
Personnel SubArea (Optional)		
Organizational Unit (Optional)		
Employee Group (Optional)		
Employee SubGroup (Optional)		
Emp Status (Optional)	3	Active
Control Area MCC (Optional)		
Master Cost Ctr (Optional)		
Time Admin (Optional)		


At the bottom of the dialog box are buttons 'OK' and 'Check'.

Result: The Employee and Position Status report results are displayed.

Defining Variables: Employee History Report

Employee History Report

To define the Employee History Report variables:

1. Enter a Pay Scale Area or select a Pay Scale Area using the matchcode  button.
2. Click the OK button.

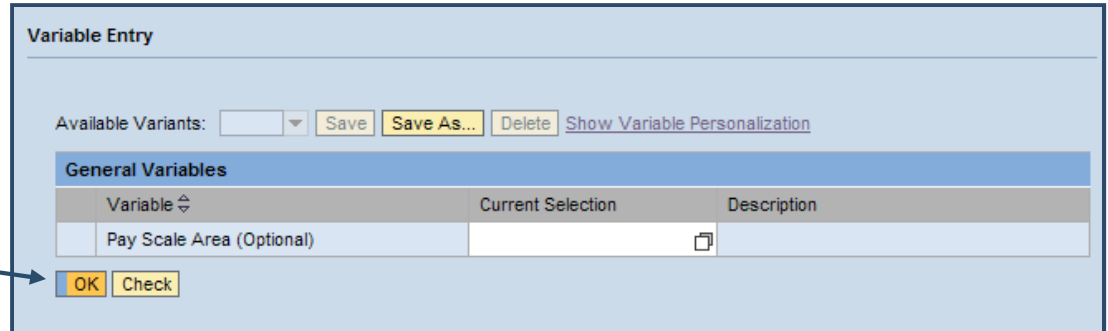
Result: The Employee History report results are displayed.

Additional Information:

To view an Employee History Part 2 or an Employee's education records:

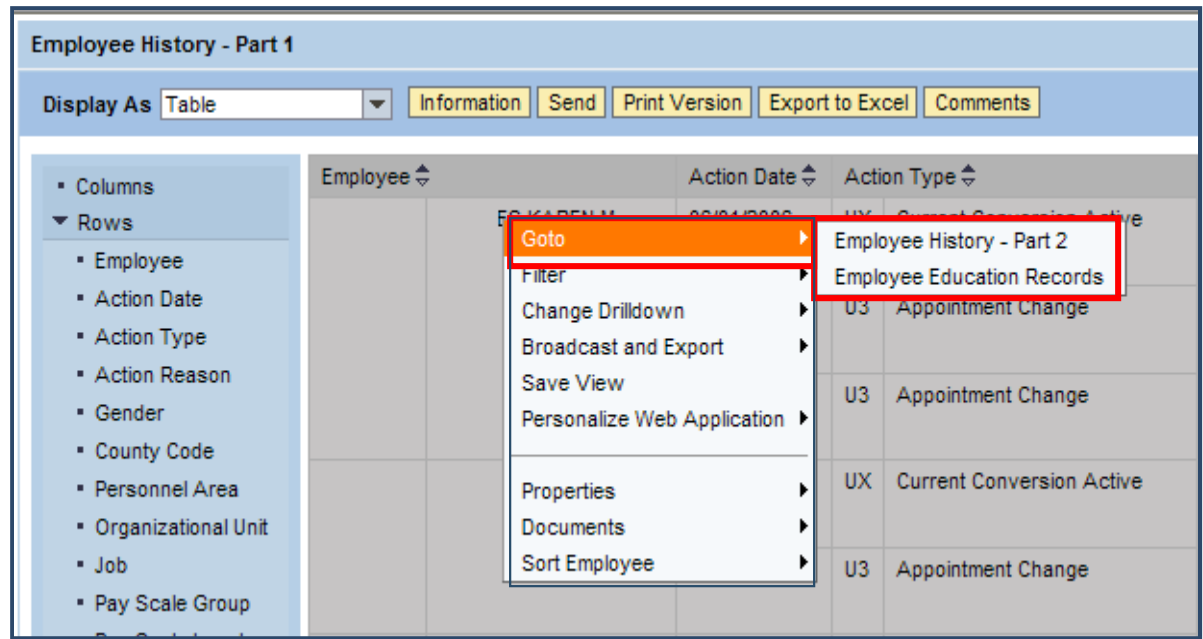
1. Click on a line item in the Employee History Report results to pull up the Context Menu.
2. Select Goto - Employee History Part 2 or Employee Education Records.

Result: Employee sub report is displayed.



The Variable Entry dialog box is shown. It has a title bar 'Variable Entry'. Below the title bar, there is a section 'Available Variables:' with a dropdown menu, and buttons 'Save', 'Save As...', 'Delete', and a link 'Show Variable Personalization'. Below this is a section 'General Variables' with a table. The table has three columns: 'Variable', 'Current Selection', and 'Description'. There is one row with 'Pay Scale Area (Optional)' in the 'Variable' column, an empty 'Current Selection' column, and an empty 'Description' column. To the right of the 'Current Selection' column is a matchcode icon. Below the table are 'OK' and 'Check' buttons. An arrow points from the 'OK' button to the text 'Result: The Employee History report results are displayed.'

Variable	Current Selection	Description
Pay Scale Area (Optional)		




The Employee History - Part 1 report is shown. It has a title bar 'Employee History - Part 1'. Below the title bar, there is a 'Display As' dropdown menu set to 'Table', and buttons 'Information', 'Send', 'Print Version', 'Export to Excel', and 'Comments'. Below this is a table with columns 'Employee', 'Action Date', and 'Action Type'. The first row is highlighted. A context menu is open over the first row, showing options: 'Goto', 'Filter', 'Change Drilldown', 'Broadcast and Export', 'Save View', 'Personalize Web Application', 'Properties', 'Documents', and 'Sort Employee'. The 'Goto' option is highlighted, and a sub-menu is open showing 'Employee History - Part 2' and 'Employee Education Records', both of which are highlighted with a red box.

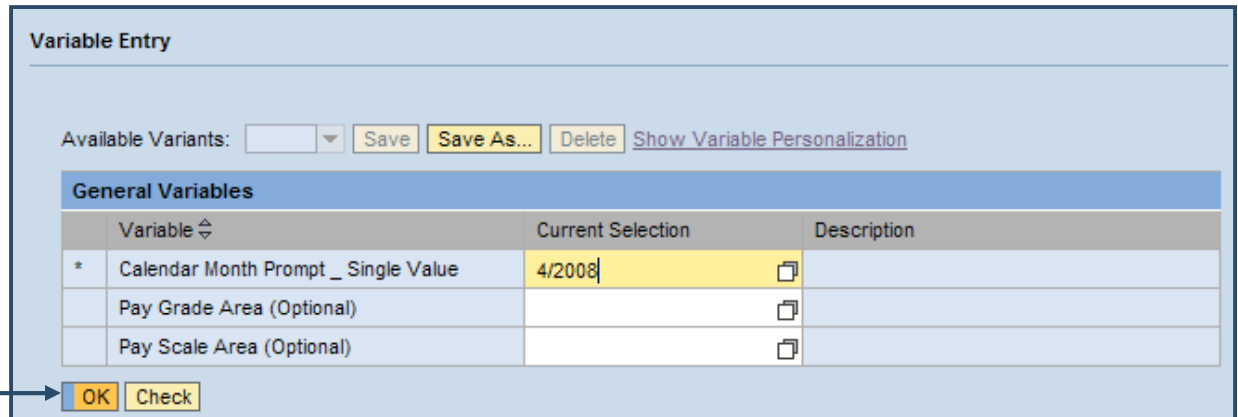
Employee	Action Date	Action Type
EC KAREN M	05/01/2000	UX Current Conversion Active
		U3 Appointment Change
		U3 Appointment Change
		UX Current Conversion Active
		U3 Appointment Change

Defining Variables: Employee Summary Report

Employee Summary Report

To define the Employee Summary report variables:

1. Enter a single Month/Year reporting value in MM/YYYY format or select a date using the matchcode button for  Calendar Month Prompt.
***This is a required field.**



The Variable Entry dialog box is shown. It has a title bar 'Variable Entry'. Below the title bar, there is a section 'Available Variables:' with a dropdown menu and buttons 'Save', 'Save As...', 'Delete', and a link 'Show Variable Personalization'. Below this is a section 'General Variables' with a table. The table has three columns: 'Variable', 'Current Selection', and 'Description'. The first row is highlighted in yellow and contains an asterisk, 'Calendar Month Prompt _ Single Value', '4/2008', and a matchcode icon. The second row contains 'Pay Grade Area (Optional)', an empty field, and a matchcode icon. The third row contains 'Pay Scale Area (Optional)', an empty field, and a matchcode icon. At the bottom of the dialog box, there are two buttons: 'OK' and 'Check'. An arrow points from the text '2. Click the OK button.' to the 'OK' button.

Variable	Current Selection	Description
* Calendar Month Prompt _ Single Value	4/2008	
Pay Grade Area (Optional)		
Pay Scale Area (Optional)		


2. Click the OK button.

Result: The Employee Summary report results are displayed.

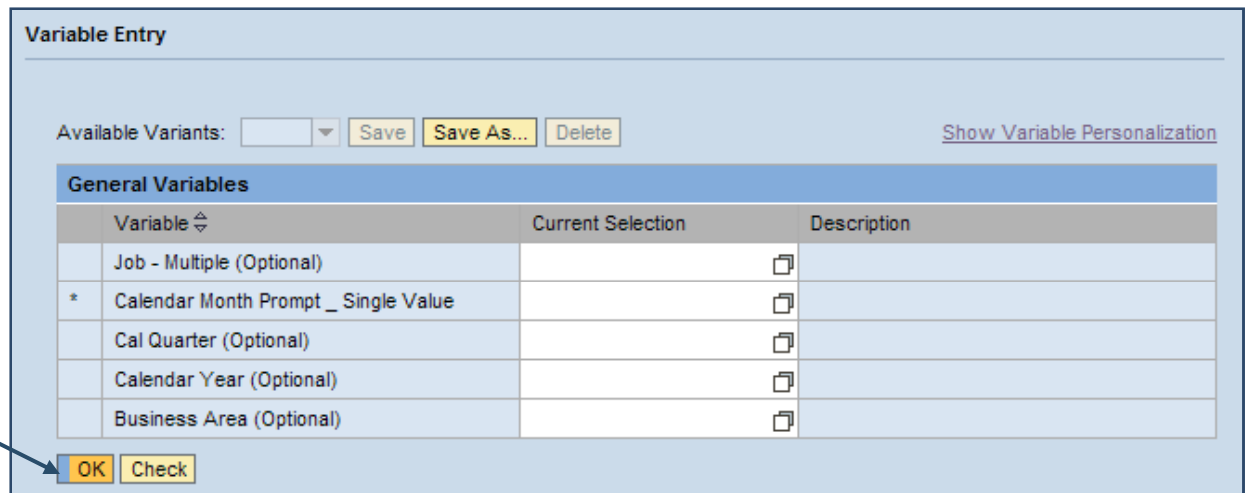
Defining Variables: Hiring Freeze Tracking

Hiring Freeze Tracking Report






To define the Hiring Freeze Tracking report variables:

1. Enter a single Month/Year reporting value in MM/YYYY format or select a date using the matchcode button for  Calendar Month Prompt.
***This is a required field.**

2. Click the OK button.



The Variable Entry dialog box is shown. It has a title bar 'Variable Entry'. Below the title bar, there is a section 'Available Variants:' with a dropdown menu, and three buttons: 'Save', 'Save As...', and 'Delete'. To the right of these buttons is a link 'Show Variable Personalization'. Below this is a section 'General Variables' which contains a table. The table has three columns: 'Variable', 'Current Selection', and 'Description'. The table lists several variables, including 'Job - Multiple (Optional)', 'Calendar Month Prompt _ Single Value' (marked with an asterisk), 'Cal Quarter (Optional)', 'Calendar Year (Optional)', and 'Business Area (Optional)'. Each row has a matchcode icon in the 'Current Selection' column. At the bottom of the dialog box, there are two buttons: 'OK' and 'Check'. An arrow points from the text 'Click the OK button.' to the 'OK' button.


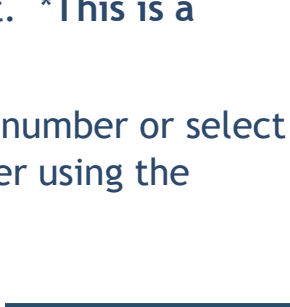
Variable	Current Selection	Description
Job - Multiple (Optional)		
* Calendar Month Prompt _ Single Value		
Cal Quarter (Optional)		
Calendar Year (Optional)		
Business Area (Optional)		

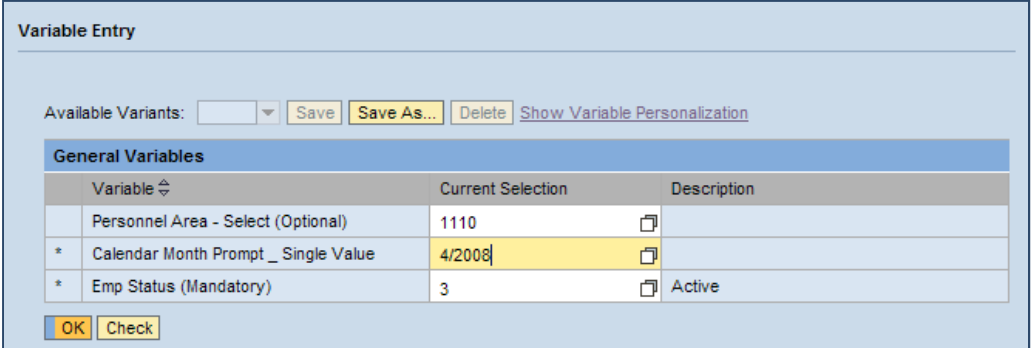
Result: The Hiring Freeze Tracking report results are displayed.

Defining Variables: Minority Distribution Report

Minority Distribution Report

To define Minority Distribution report variables:

1. Enter the Employment Status (defaults to 3 - Active) or select an Employment Status using the matchcode  button. ***This is a required field.**
2. Enter a single Month/Year reporting value in MM/YYYY format or select a date using the matchcode button for Calendar Month Prompt. ***This is a required field.**
3. Enter a Personnel Area number or select a Personnel Area number using the matchcode button.
4. Click the OK button. 



The Variable Entry dialog box contains the following elements:

- Available Variants: Save Save As... Delete [Show Variable Personalization](#)
- General Variables table:

Variable	Current Selection	Description
Personnel Area - Select (Optional)	1110	
* Calendar Month Prompt _ Single Value	4/2008	
* Emp Status (Mandatory)	3	Active

OK Check

Result: The Minority Distribution report results are displayed.

Defining Variables: Supervisor to Employee

Supervisor to Employee Report


To define the Supervisor to Employee report variables:

Variable Entry

Available Variants: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ↕	Current Selection	Description
Organizational Unit Hierarchy		
Personnel Area - Select (Optional)		
* Calendar Month Prompt_ Single Value		
Emp Status (Optional)	3	Active

OK Check

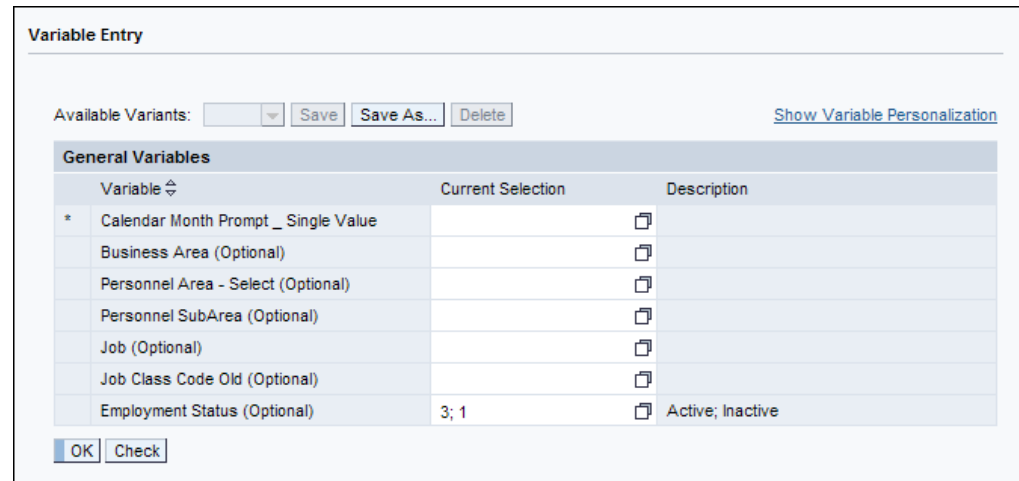
1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode  button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Enter a single Month/Year reporting value in MM/YYYY format or select a date using the matchcode button for Calendar Month Prompt. ***This is a required field.**
4. Click the OK button.

Result: The Supervisor to Employee report results are displayed.

Defining Variables: Employees with Projected 5+ Service Years


Employees with Projected 5+ Service Years

To define the Employees with Projected 5+ Service Years report variables:



The screenshot shows the 'Variable Entry' dialog box. At the top, there is a section for 'Available Variables' with a dropdown menu and buttons for 'Save', 'Save As...', and 'Delete'. A link 'Show Variable Personalization' is also present. Below this is a table titled 'General Variables' with three columns: 'Variable', 'Current Selection', and 'Description'. The table contains several rows, each representing a variable. The first row is marked with an asterisk and is 'Calendar Month Prompt _ Single Value'. The other rows are 'Business Area (Optional)', 'Personnel Area - Select (Optional)', 'Personnel SubArea (Optional)', 'Job (Optional)', 'Job Class Code Old (Optional)', and 'Employment Status (Optional)'. The 'Employment Status (Optional)' row has '3; 1' in the 'Current Selection' column and 'Active; Inactive' in the 'Description' column. At the bottom of the dialog, there are 'OK' and 'Check' buttons.

Variable	Current Selection	Description
* Calendar Month Prompt _ Single Value		
Business Area (Optional)		
Personnel Area - Select (Optional)		
Personnel SubArea (Optional)		
Job (Optional)		
Job Class Code Old (Optional)		
Employment Status (Optional)	3; 1	Active; Inactive

1. Enter your variable selections.
2. Enter an Business Area or Personnel Area by entering the number or using the matchcode  button.
3. Enter a single Month/Year reporting value in MM/YYYY format or select a date using the matchcode button for Calendar Month Prompt. ***This is a required field.**
4. Click the OK button.


Result: The Supervisor to Employee report results are displayed.

Defining Variables: Employee File Statistics Report



Employee File Statistics Report

The Employee File Statistics report contains 17 queries. Fifteen of the queries can be run as one report or separately. To run all 15 queries as one report, click on the Employee File Statistics - All Reports link.

To define the Employee File Statistics report variables:

1. Enter the Employment Status (defaults to 3 - Active) or select an Employment Status using the matchcode  button.
***This is a required field.**

Click on individual links to run each query separately

2. Enter a single Month/Year reporting value in MM/YYYY format or select a date using the matchcode  button for Calendar Month Prompt. ***This is a required field.**
3. Enter a Personnel Area number or select a Personnel Area number using the matchcode  button.






4. Click the OK button.

▼ ☐ Employee File Statistics

- Employee File Statistics - Age Ranges
- Employee File Statistics - In Present Position
- Employee File Statistics - Certificate
- Employee File Statistics - County Code
- Employee File Statistics - Disability Status
- Employee File Statistics - Education
- Employee File Statistics - Ethnic Group
- Employee File Statistics - Gender
- Employee File Statistics - Merit System
- Employee File Statistics - Part Time Percent
- Employee File Statistics - Salary Ranges
- Employee File Statistics - Salary Rate Unit
- Employee File Statistics - Special Pay
- Employee File Statistics - Status
- Employee File Statistics - Underfill
- Employee File Statistics - Veteran Status
- Employee File Statistics - All Reports

Variable Entry

Available Variants: Save Save As... Delete [Show Variable Personalization](#)

General Variables			
	Variable ⇅	Current Selection	Description
*	Emp Status (Mandatory)	3	 Active
*	Calendar Month Prompt _ Single Value	4/2008	
	Personnel Area - Select (Optional)	1110	
	Pay Scale Area - Single (Optional)		
	Pay Scale Area (Optional)		

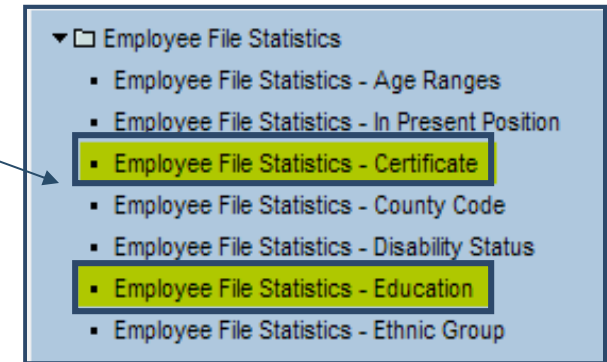
OK Check

Result: The Employee File Statistics - All Reports results are displayed.


Defining Variables: Employee File Statistics Report

The Employee File Statistics-Education and Employee File Statistics-Certification queries are not included in the Employee File Statistics (Full Report) and must be run separately.

To run the query, the user must enter a “Valid On Date” in MM/DD/YYYY format to run, rather than Month/Year required in other Employee File Statistics queries:



To define the Employee File Statistics-Education and Employee File Statistics-Certification report variables:

1. Enter a Personnel Area number or select a Personnel Area number using the matchcode  button.
2. Enter the Employment Status (defaults to 3 - Active) or select an Employment Status using the matchcode button. ***This is a required field.**
3. Enter a Valid On Date in MM/DD/YYYY format or select a date using the matchcode button.
4. Click the OK button.

A screenshot of the 'Variable Entry' dialog box. It has a title bar with a close button. Below the title bar, there are buttons for 'Save', 'Save As...', 'Delete', and a link 'Show Variable Personalization'. The main section is titled 'General Variables' and contains a table with three columns: 'Variable', 'Current Selection', and 'Description'. The table has five rows: 'Personnel Area - Select (Optional)', 'Emp Status (Mandatory)', 'Valid from Date (Optional)', 'Valid to Date (Optional)', and 'Pay Scale Area (Optional)'. The 'Emp Status (Mandatory)' row has the value '3' in the 'Current Selection' column and 'Active' in the 'Description' column. At the bottom right of the dialog box are buttons for 'OK', 'Check', and 'Cancel'.

Result: The Employee File Statistics-Education or Employee File Statistics - Certificate results are displayed.


Defining Variables: Appointment Status Changes Report

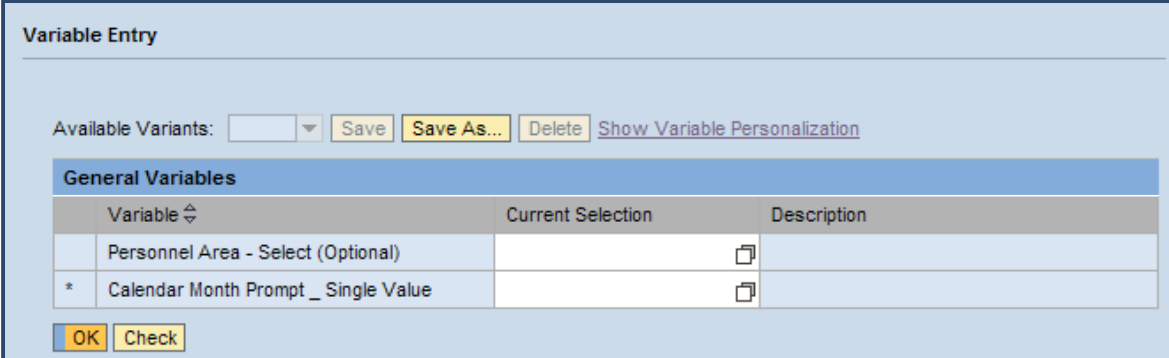
Appointment Status Changes Report

The Appointment Status Changes report is made up of 2 queries.



To define the Appointment Status Changes report variables:

- ▼ ☐ Appointment Status Changes
 - Appointment Status Changes

1. Enter a single Month/Year reporting value in MM/YYYY format or select a date using the matchcode  button for Calendar Month Prompt. ***This is a required field.**
2. Enter a Personnel Area number or select a Personnel Area number using the matchcode button.



The Variable Entry dialog box is shown. It has a title bar 'Variable Entry'. Below the title bar, there is a section 'Available Variables:' with a dropdown menu, and buttons 'Save', 'Save As...', 'Delete', and a link 'Show Variable Personalization'. Below this is a section 'General Variables' containing a table with three columns: 'Variable', 'Current Selection', and 'Description'. The table has two rows: 'Personnel Area - Select (Optional)' and '* Calendar Month Prompt _ Single Value'. Each row has a matchcode button in the 'Current Selection' column. At the bottom of the dialog are 'OK' and 'Check' buttons.

Variable	Current Selection	Description
Personnel Area - Select (Optional)		
* Calendar Month Prompt _ Single Value		

3. Click the OK button.

Result: Appointment Status Changes results are displayed.

Defining Variables: Appointment Status Changes Report

Additional Information:

To view the Appointment Status Changes for the prior month:

1. Click on a line item in the Appointment Status Changes report to pull up the Context Menu.
2. Select Goto - Appointment Status Changes - Prior Month Status.

Appointment Status Changes

Display As: Table Information Send Print Version Export to Excel Comments

- Columns
 - Key Figures
- Rows
 - Personnel Area
 - Employee ID
 - Appointment Date
 - Position
 - Job
 - Action Effective Date
 - Action Type
 - Action Reason
 - Employee Group
 - Work Contract
 - Pay Scale Level
- Free characteristics
 - Organizational Unit

Personnel Area	Employee ID	Appointment Date	Position	Job	Action E
Dept of Labor & Industries	1044136	W			
		Goto	Appointment Status Change - Prior Month Status		
		Filter			Result
		Change Drilldown			Result
		Broadcast and Export		Result	
		Save View	Result		
		Properties			
		Calculations and Translations			
		Documents			
		Sort Employee ID			
Overall Result					

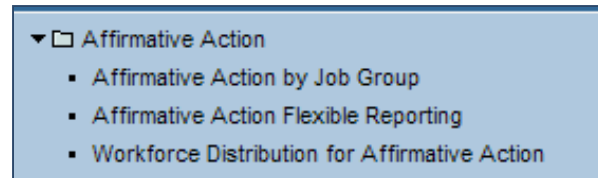
Result: Appointment Status Changes for the Prior Month are displayed

Defining Variables: Affirmative Action Report


Affirmative Action Report

The Affirmative Action report is made up of 3 queries that must be run separately.

To define the Affirmative Action by Job Group report variables:



Click on individual report links to run each Affirmative Action report.

1. Enter a single Month/Year reporting value in MM/YYYY format or select a date using the matchcode button for the Calendar Month Prompt. ***This is a required field.**
2. Enter a Business Area/Employment Status/Personnel Area number or select those options using the matchcode  button.
3. Click the OK button.

(Employment Status defaults to 3; 1 - Active and Inactive)

A screenshot of a 'Variable Entry' dialog box. At the top, there is a label 'Variable Entry'. Below it, there is a section 'Available Variables:' with a dropdown arrow, and three buttons: 'Save', 'Save As...', and 'Delete'. To the right of these buttons is a link 'Show Variable Personalization'. Below this is a table with the heading 'General Variables'. The table has three columns: 'Variable', 'Current Selection', and 'Description'. The table contains five rows of variables. At the bottom of the dialog box, there are two buttons: 'OK' and 'Check'. An arrow from the text 'Click the OK button.' in the list above points to the 'OK' button.

Variable	Current Selection	Description
* Calendar Month Prompt _ Single Value		
Business Area (Optional)		
Employment Status (Optional)	3; 1	Active; Inactive
Personnel Area - Select (Optional)		
Job Group (Optional)		

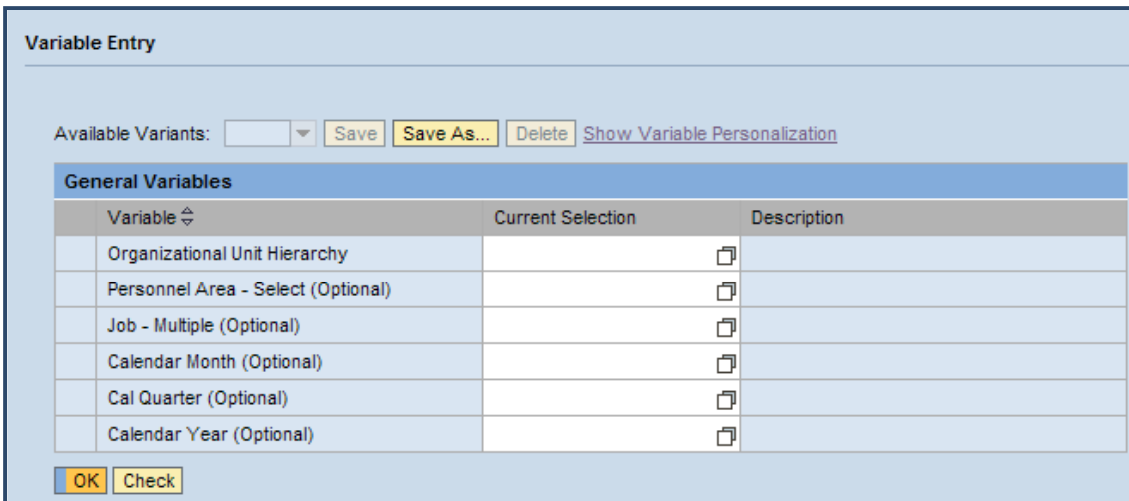
Result: The Affirmative Action by Job Group or selected report results are displayed.

Defining Variables: HRM Manager to Staff

PLAN & ALIGN WORKFORCE - Percent of Washington Management Service (WMS) employees and percent of the workforce that is managers compared to the total workforce.
Executive Branch only.







See ["What's in the HRMS/BI data query?"](#) for specific report definitions and restrictions.

To define the HRM Manager to Staff report variables:




Variable Entry

Available Variables: Save Save As... Delete Show Variable Personalization

General Variables		
Variable ⇅	Current Selection	Description
Organizational Unit Hierarchy		
Personnel Area - Select (Optional)		
Job - Multiple (Optional)		
Calendar Month (Optional)		
Cal Quarter (Optional)		
Calendar Year (Optional)		

OK Check

1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode  button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Click the OK button.

Result: HRM Manager to Staff report is displayed.

Defining Variables: HRM Washington Management Service

PLAN & ALIGN WORKFORCE - Number of Washington Management Service (WMS) employees by month/year. Executive Branch only.

See ["What's in the HRMS/BI data query?"](#) for specific report definitions and restrictions.

To define the HRM Washington Management Service report variables:

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ↕	Current Selection	Description
Organizational Unit Hierarchy		
Personnel Area - Select (Optional)		
Job - Multiple (Optional)		
Calendar Month (Optional)		
Cal Quarter (Optional)		
Calendar Year (Optional)		

OK Check

1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Click the OK button.

Result: HRM Washington Management Service report is displayed.

Defining Variables: HRM WMS Management Type

PLAN & ALIGN WORKFORCE - Number of Washington Management Service (WMS) employees by management type. Executive Branch only.

See "[What's in the HRMS/BI data query?](#)" for specific report definitions and restrictions.

To define the HRM WMS Management Type report variables:

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
Organizational Unit Hierarchy		
Personnel Area - Select (Optional)		
Job - Multiple (Optional)		
Calendar Month (Optional)		
Cal Quarter (Optional)		
Calendar Year (Optional)		

OK Check

1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Click the OK button.

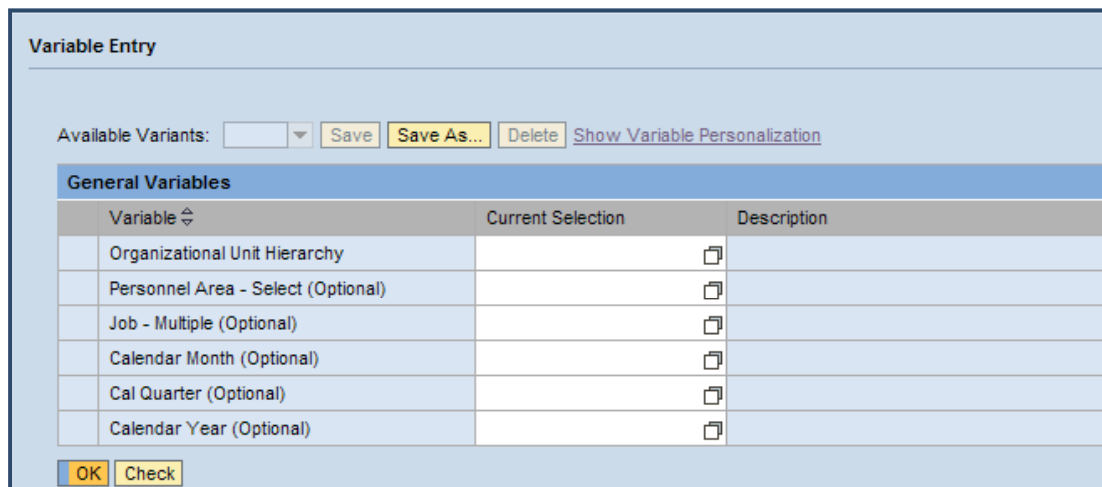
Result: HRM WMS Management Type report is displayed.

Defining Variables: HRM Separation During Review Period

HIRE WORKFORCE Number of separations during Probationary and Trial Service review periods. Executive Branch only.


See ["What's in the HRMS/BI data query?"](#) for specific report definitions and restrictions.

To define the HRM Separation During Review Period report variables:



The screenshot shows the 'Variable Entry' dialog box. At the top, there is a section for 'Available Variables' with a dropdown menu and buttons for 'Save', 'Save As...', 'Delete', and a link for 'Show Variable Personalization'. Below this is the 'General Variables' section, which contains a table with three columns: 'Variable', 'Current Selection', and 'Description'. The table lists six variables: 'Organizational Unit Hierarchy', 'Personnel Area - Select (Optional)', 'Job - Multiple (Optional)', 'Calendar Month (Optional)', 'Cal Quarter (Optional)', and 'Calendar Year (Optional)'. Each variable has a matchcode button in the 'Current Selection' column. At the bottom of the dialog are 'OK' and 'Check' buttons.

Variable	Current Selection	Description
Organizational Unit Hierarchy		
Personnel Area - Select (Optional)		
Job - Multiple (Optional)		
Calendar Month (Optional)		
Cal Quarter (Optional)		
Calendar Year (Optional)		

1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode  button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Click the OK button.

Result: HRM Separation During Review Period report is displayed.


Defining Variables: HRM Type of Appointments

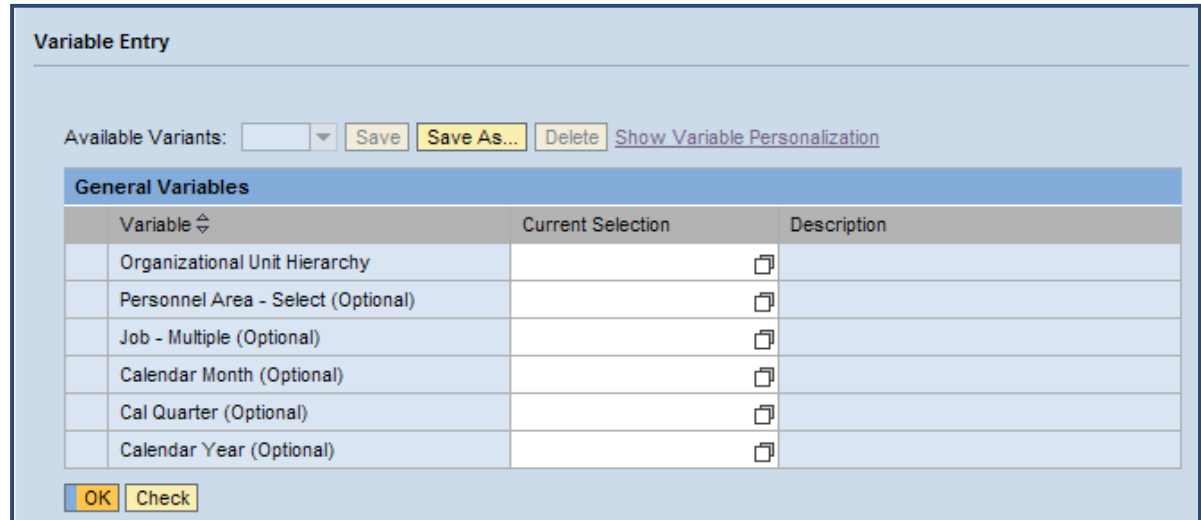
HIRE WORKFORCE - Report Description on Portal: Number of New Hire/Rehires, Promotions, Transfers, Hires from Layoff List and Other appointments. Also includes a section on appointments for employees with a Non-Perm Limited or Non-Perm On Call appointment status. Executive Branch only.

The intent of this report is to show appointment activities where a hiring choice was made. Appointment changes such as reassignments, reallocations, demotions, or status changes are not included.

See "[What's in the HRMS/BI data query?](#)" for specific report definitions and restrictions.

To define the HRM Type of Appointments report variables:

1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode  button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Click the OK button.



The Variable Entry dialog box is shown. It has a title bar 'Variable Entry'. Below the title bar, there is a section 'Available Variables:' with a dropdown menu, a 'Save' button, a 'Save As...' button, a 'Delete' button, and a link 'Show Variable Personalization'. Below this is a table titled 'General Variables' with three columns: 'Variable', 'Current Selection', and 'Description'. The table contains six rows of variables, each with a matchcode icon in the 'Current Selection' column. At the bottom of the dialog are 'OK' and 'Check' buttons.

Variable	Current Selection	Description
Organizational Unit Hierarchy		
Personnel Area - Select (Optional)		
Job - Multiple (Optional)		
Calendar Month (Optional)		
Cal Quarter (Optional)		
Calendar Year (Optional)		

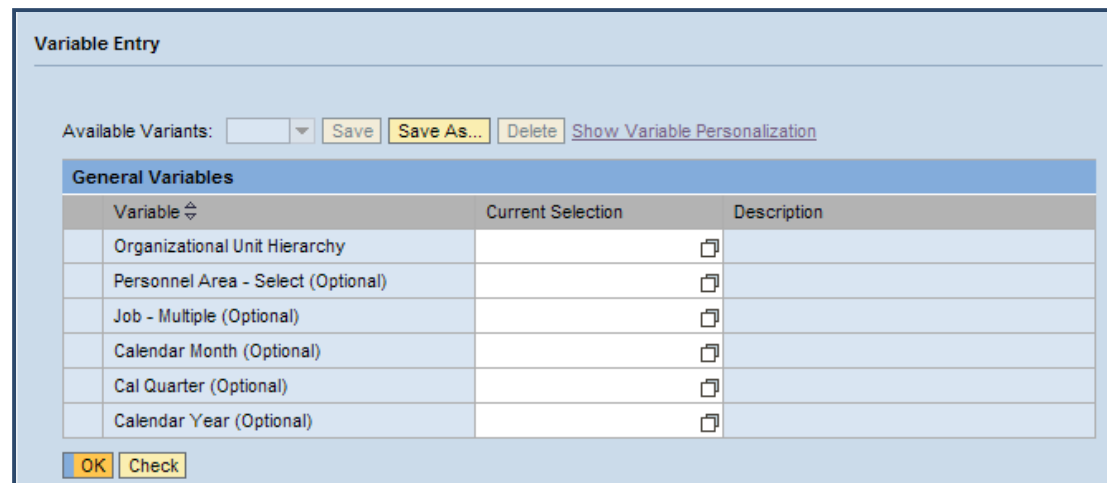
Result: HRM Type of Appointments report is displayed.

Defining Variables: HRM Average Overtime

DEPLOY WORKFORCE - Average agency overtime hours used. Includes averages for only those eligible for overtime and averages for all employees, regardless of overtime eligibility. Executive Branch only.


See ["What's in the HRMS/BI data query?"](#) for specific report definitions and restrictions.

To define the HRM Average Overtime report variables:



The Variable Entry dialog box contains a section for General Variables. It includes a table with columns for Variable, Current Selection, and Description. The table lists several variables, each with a matchcode button in the Current Selection column. At the bottom of the dialog are OK and Check buttons.

Variable	Current Selection	Description
Organizational Unit Hierarchy		
Personnel Area - Select (Optional)		
Job - Multiple (Optional)		
Calendar Month (Optional)		
Cal Quarter (Optional)		
Calendar Year (Optional)		

1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode  button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Click the OK button.

Result: HRM Average Overtime report is displayed.

Defining Variables: HRM Overtime Cost

DEPLOY WORKFORCE - Amount of agency Overtime costs. Executive Branch only.

See "[What's in the HRMS/BI data query?](#)" for specific report definitions and restrictions.

To define the HRM Overtime Cost report variables:

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

Variable	Current Selection	Description
Organizational Unit Hierarchy		
Personnel Area - Select (Optional)		
Job - Multiple (Optional)		
Calendar Month (Optional)		
Cal Quarter (Optional)		
Calendar Year (Optional)		

OK Check

1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Click the OK button.

Result: HRM Overtime Cost report is displayed.

Defining Variables: HRM Percent Employees Receiving Overtime

DEPLOY WORKFORCE - Percent of agency employees receiving overtime. Includes percentages for only those eligible for overtime and percentages for all employees, regardless of overtime eligibility. Executive Branch only.

See ["What's in the HRMS/BI data query?"](#) for specific report definitions and restrictions.

To define the HRM Percent Employees Receiving Overtime report variables:

Variable Entry

Available Variables: Save Save As... Delete Show Variable Personalization

Variable	Current Selection	Description
Organizational Unit Hierarchy		
Personnel Area - Select (Optional)		
Job - Multiple (Optional)		
Calendar Month (Optional)		
Cal Quarter (Optional)		
Calendar Year (Optional)		

OK Check

1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Click the OK button.

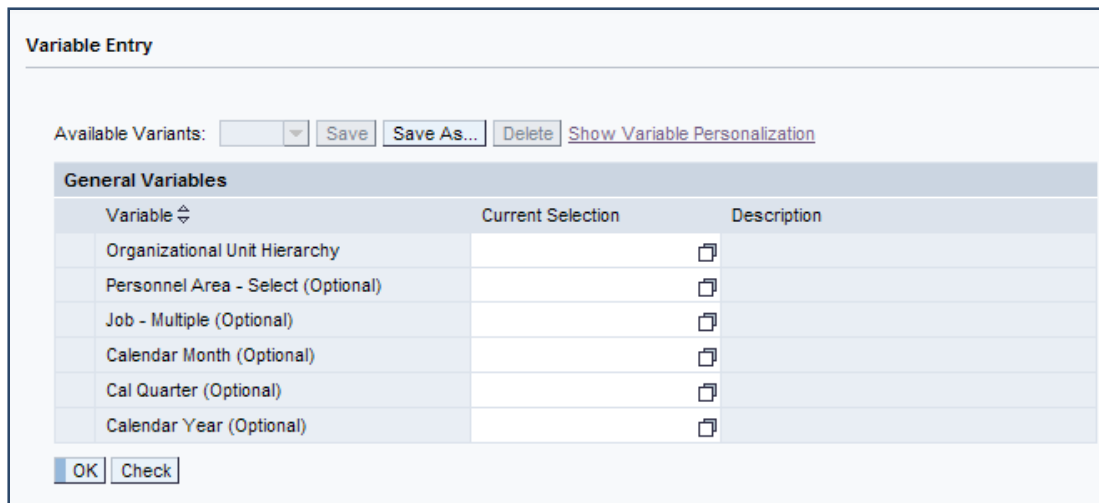
Result: HRM Percent Employees Receiving Overtime report is displayed.

Defining Variables: HRM Sick Leave







DEPLOY WORKFORCE - Average sick leave hours used and average sick leave balance by agency or statewide. Executive Branch only.


See ["What's in the HRMS/BI data query?"](#) for specific report definitions and restrictions.

To define the HRM Sick Leave report variables:



The screenshot shows a 'Variable Entry' dialog box. At the top, there's a section for 'Available Variables' with a dropdown menu and buttons for 'Save', 'Save As...', 'Delete', and a link for 'Show Variable Personalization'. Below this is a section titled 'General Variables' which contains a table. The table has three columns: 'Variable', 'Current Selection', and 'Description'. The 'Variable' column lists several options: 'Organizational Unit Hierarchy', 'Personnel Area - Select (Optional)', 'Job - Multiple (Optional)', 'Calendar Month (Optional)', 'Cal Quarter (Optional)', and 'Calendar Year (Optional)'. Each row in the table has a small square icon in the 'Current Selection' column. At the bottom of the dialog box, there are 'OK' and 'Check' buttons.

Variable	Current Selection	Description
Organizational Unit Hierarchy		
Personnel Area - Select (Optional)		
Job - Multiple (Optional)		
Calendar Month (Optional)		
Cal Quarter (Optional)		
Calendar Year (Optional)		

1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode  button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Click the OK button.

Result: HRM Sick Leave report is displayed.

Defining Variables: HRM Formal Disciplinary Action Taken

REINFORCE PERFORMANCE - Number of disciplinary actions by Dismissals, Demotions, and Suspensions. Executive Branch only.

See ["What's in the HRMS/BI data query?"](#) for specific report definitions and restrictions.
To define the HRM Formal Disciplinary Action Taken report variables:

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

Variable	Current Selection	Description
Organizational Unit Hierarchy		
Personnel Area - Select (Optional)		
Job - Multiple (Optional)		
Calendar Month (Optional)		
Cal Quarter (Optional)		
Calendar Year (Optional)		

OK Check

1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Click the OK button.

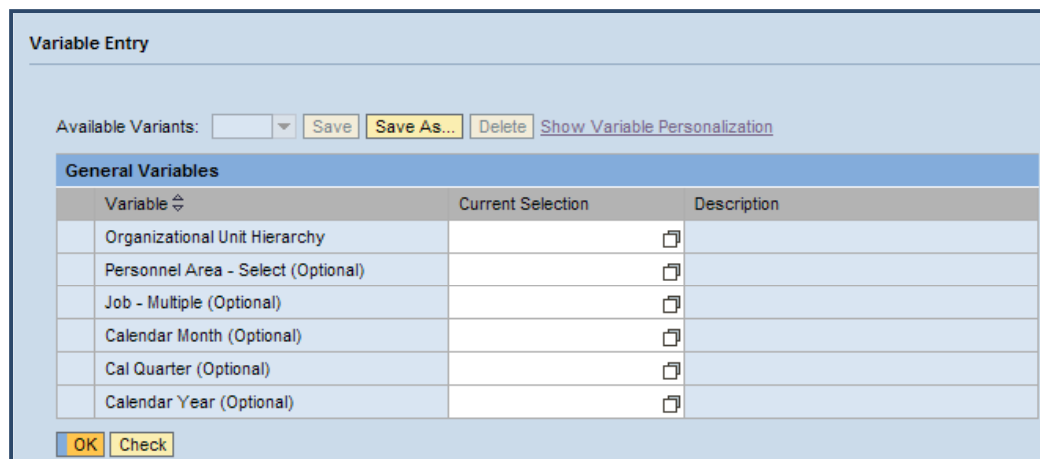
Result: HRM Formal Disciplinary Action Taken report is displayed.

Defining Variables: HRM Diversity Profile

ULTIMATE OUTCOMES - Number and percent of the workforce by diversity category and ethnicity. Executive Branch only.


See ["What's in the HRMS/BI data query?"](#) for specific report definitions and restrictions.

To define the HRM Diversity Profile report variables:



The screenshot shows a 'Variable Entry' window with a table of 'General Variables'. The table has three columns: 'Variable', 'Current Selection', and 'Description'. The 'Variable' column lists several options, each with a matchcode button (a square with a smaller square inside). The 'Current Selection' column is empty for all rows. The 'Description' column is also empty. At the bottom of the window are 'OK' and 'Check' buttons.

Variable	Current Selection	Description
Organizational Unit Hierarchy		
Personnel Area - Select (Optional)		
Job - Multiple (Optional)		
Calendar Month (Optional)		
Cal Quarter (Optional)		
Calendar Year (Optional)		

1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode  button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Click the OK button.

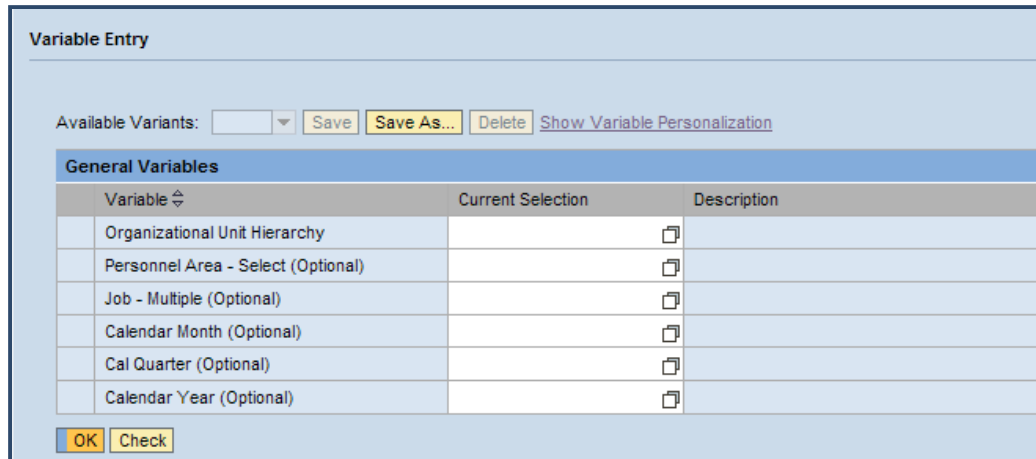
Result: HRM Diversity Profile report is displayed.

Defining Variables: HRM Percent Age Distribution

ULTIMATE OUTCOMES - Percent of all employees and WMS employees by age groups. Executive Branch only.


See ["What's in the HRMS/BI data query?"](#) for specific report definitions and restrictions.

To define the HRM Percent Age Distribution Report variables:



The image shows a 'Variable Entry' dialog box. At the top, there is a section for 'Available Variables' with a dropdown menu and buttons for 'Save', 'Save As...', 'Delete', and a link for 'Show Variable Personalization'. Below this is a table titled 'General Variables'. The table has three columns: 'Variable' (with a sort icon), 'Current Selection', and 'Description'. The table lists six variables: 'Organizational Unit Hierarchy', 'Personnel Area - Select (Optional)', 'Job - Multiple (Optional)', 'Calendar Month (Optional)', 'Cal Quarter (Optional)', and 'Calendar Year (Optional)'. Each row has a matchcode button in the 'Current Selection' column. At the bottom of the dialog are 'OK' and 'Check' buttons.

Variable	Current Selection	Description
Organizational Unit Hierarchy		
Personnel Area - Select (Optional)		
Job - Multiple (Optional)		
Calendar Month (Optional)		
Cal Quarter (Optional)		
Calendar Year (Optional)		

1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode  button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Click the OK button.

Result: HRM Percent Age Distribution report is displayed.

Defining Variables: HRM Turnover

ULTIMATE OUTCOMES - Percent of employees with a permanent appointment status who separated from state service by type (Retirement, Resignation, Dismissal, Layoff, and Other). Also includes a separate percent turnover of non-permanent appointment status employees who separated from state service. Executive Branch only.

See ["What's in the HRMS/BI data query?"](#) for specific report definitions and restrictions.
To define the HRM Turnover report variables:

Variable Entry

Available Variables: Save Save As... Delete Show Variable Personalization

Variable	Current Selection	Description
Organizational Unit Hierarchy		
Personnel Area - Select (Optional)		
Job - Multiple (Optional)		
Calendar Month (Optional)		
Cal Quarter (Optional)		
Calendar Year (Optional)		

OK Check

1. Enter your variable selections.
2. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode button. By selecting the Department of Personnel hierarchy, the user is also selecting all organizational units that are a part of the Department of Personnel hierarchy.
3. Click the OK button.

Result: HRM Turnover report is displayed.